


675 Wildwood Avenue
Rio Dell, CA 95562
(707) 764-3532



For Meeting of: February 18, 2014

To: City Council

From: Kevin Caldwell, Community Development Director 

Through: Jim Stretch, City Manager 

Date: February 3, 2014

Subject: Text Amendments to Section 17.30.120 of the Rio Dell Municipal Code, the Home Occupation Regulations, including the establishment of Address of Convenience provisions and the Zoning Definitions Section 17.10.010 of the Rio Dell Municipal Code to include additional definitions.

Recommendation:

That the City Council:

1. Receive staff's report regarding the proposed text amendment;
2. Open the public hearing, receive public input, and deliberate; and
3. Introduce Ordinance No. 312-2014 amending the current Home Occupation regulations, Section 17.30.120 and the Zoning Definitions, Section 17.10.010 of the Rio Dell Municipal Code and continue consideration, approval and adoption of the proposed Ordinance to your meeting of February 18, 2014 for the second reading and adoption

Background/Summary

Currently the City requires Home Occupation Permits for almost every business that is operated from a residence. Many Home Occupations are actually "mobile" businesses that don't really

fit the definition of a Home Occupation. Below is the current definition of a “Home Occupation”:

“Home occupation” means the conduct of an art or profession, the offering of a service on the conduct of a business, or the manufacture of handicraft products in a dwelling in accordance with the regulations prescribed in Chapter 17.30 RDMC.

Home Occupations include but are not limited to: Artists, Seamstress’s/Tailors, Accountants/Bookkeepers, Attorneys, Architects/Designers, Computer Programmers/Technicians, Engineers, Surveyors, Land Use Consultants and other consultants. Attachment 1 is a copy of the current Home Occupation Permit application, including the current operational standards.

Staff recommended some minor changes to the Home Occupation provisions and establishing Address of Convenience provisions to the Planning Commission for those businesses that do not receive any deliveries and do not conduct any activities at the residence other than receiving mail, phone calls and related record keeping.

It should be noted that two (2) of the Planning Commissioner’s currently have Home Occupation Permits and another Commissioner’s wife has made application for a Business License which requires a Home Occupation Permit. That application approval is pending the submittal and approval of the Home Occupation application.

The issue of a potential conflict of interest was raised by one the Commissioner’s prior to discussing the recommended text amendment. Staff did respond that we felt no conflict existed because the provisions would apply equally to all residents of the City and there was no direct personal financial gain. After the Planning Commission meeting, staff did discuss the potential conflict of interest issue with the City Attorney and he felt that if there was/is a perceived conflict of interest, two (2) of the Commissioner’s would constitute a quorum. The proposed text amendment was approved by a 5 – 0 vote. In addition, because the Planning Commission’s recommendation is “advisory” only, we were not obligated to remand the changes back to the Planning Commission.

Issues

The only issue with the recommended text amendment is whether or not signs should be allowed for Home Occupations and Addresses of Convenience. The current Home Occupation regulations prohibit the exterior storage of materials and any other exterior indication, **including signs**, of the Home Occupation or variation from the residential character of the principal building.

Discussion

In regards to the Home Occupation provisions, the Planning Commission is recommending amending the definition of a "Home Occupation". Below is a copy of the recommended definition of a "Home Occupation":

"Home Occupation" means the conduct of an art or profession, the offering of a service on the conduct of a business, or the manufacture of handicraft products in a dwelling by the inhabitants thereof and which is clearly incidental and secondary to the residential use of the dwelling. No more than one truck or other motor vehicle no larger than one ton shall be permitted at the site of the Home Occupation.

The Planning Commission is also recommending a minor grammatical change, the capitalization of "Home Occupation" throughout the provisions. Other recommended revisions include limiting the total area used for the Home Occupation to 25 percent or 500 square feet (whichever is less) of the total floor area within the dwelling unit or no more than 500 square feet of an accessory building.

Again, the current Home Occupation regulations prohibit the exterior storage of materials and any other exterior indication, including signs, of the Home Occupation or variation from the residential character of the principal building.

Staff had originally recommended to the Planning Commission that signs limited to two (2) square feet be allowed for Home Occupations in Urban Residential (UR), Suburban Residential and Suburban zones and four (4) square feet in the Rural (R) zone subject to the setback requirements of the zone. Staff's recommendation was based on the existing Sign Regulations, Section 17.30.260 of the RDMC, which allow nameplates limited to a statement of the name, address and occupational designation of the occupant in residential zones. Below is a copy of Section 17.30.260:

17.30.260 Signs and Nameplates.

(1) On-Site Signs. Nameplates (which shall be limited to a statement of the name, address and occupational designation of the occupant) and signs shall be permitted in conformity with the following regulations:

(a) One nameplate, not illuminated, appurtenant to any permitted use, not exceeding two square feet shall be permitted in urban residential, suburban residential or suburban zones, and not exceeding four square feet shall be permitted in all other zones.

The above provision conflicts with the Home Occupation provisions which clearly states that there shall be no exterior indication of the Home Occupation or variation from the residential

character of the principal building. In cases of conflicting provisions, the more restrictive provision applies unless otherwise noted.

The Planning Commission discussed the recommended sign provision and is recommending to your Council that signs up to four square feet be allowed in all residential zones. Below is the Planning Commission's recommended language:

Signs or nameplates limited to a statement of the name and contact information, not illuminated and not exceeding four (4) square feet and not exceeding four (4) feet in height shall be permitted subject to a ten (10) front yard setback and the side and rear yard setbacks of the zone. On corner lots within the area thirty (30) feet from the intersection of the street lot lines, signs shall be limited to three feet in height.

The current Home Occupation provisions refer to the "Planning Secretary" being responsible for the administration of the Home Occupation regulations. There is no definition of the "Planning Secretary" in the Zoning Regulations, Chapter 17 of the Rio Dell Municipal Code (RDMC) and there is no "Planning Secretary" position on the City staff. As such, staff is recommending that that the term "Planning Secretary" be replaced with "Community Development Director or their authorized representative(s)". Staff also discovered that the Zoning Regulations do include definitions of the "City Manager" or the "Community Development Director". Accordingly, staff is recommending that those definitions be included in the Zoning Regulations.

As indicated above, the Planning Commission is also recommending establishing "Address of Convenience" provisions for those businesses that do not receive any deliveries and do not conduct any activities at the residence other than receiving mail, phone calls and related record keeping. Below is a copy of the recommended definition and performance standards of and for the Address of Convenience:

Address of Convenience Performance Standards. Address of Conveniences as defined herein, shall be permitted as appurtenant and accessory uses to any residential use, subject to the following minimum performance standards:

- (a) The primary function of the Address of Convenience is for receiving mail, phone calls and related record keeping (typically a mobile business);
- (b) An Address of Convenience shall not include any employees at the premises;
- (c) An Address of Convenience shall not include the rendering of services to clients or customers at the premises;
- (d) An Address of Convenience shall not generate more than one delivery per day to the residence;

- (e) No more than one truck or other motor vehicle no larger than one ton shall be permitted in conjunction with any Address of Convenience;
- (f) The Address of Convenience shall be carried on wholly within a dwelling unit or accessory building;
- (g) There shall be no exterior storage of materials, equipment or vehicles and no other exterior indication of the Address of Convenience other than the vehicle allowed by subdivision (e) or the sign or nameplate allowed by subdivision (i) or variation from the residential character of the principal building.
- (h) Not more than 25 percent or 500 square feet (whichever is more) of the total floor area within the dwelling unit or accessory building shall be used in connection with any Address of Convenience;
- (i) Signs or nameplates, limited to a statement of the name and contact information, not illuminated and not exceeding four (4) square feet and not exceeding four (4) feet in height shall be permitted subject to a ten (10) front yard setback and the side and rear yard setbacks of the zone. On corner lots within the area thirty (30) feet from the intersection of the street lot lines, signs shall be limited to three feet in height.

The sign issue also applies to the proposed Address of Convenience regulations. As with the Home Occupation, and Address of Convenience Permit will also be required to ensure that the applicant understands and acknowledges the required performance standards of the Address of Convenience. A copy of the proposed Address of Convenience Permit is included as Attachment 2.

Procedures for Zoning Ordinance Amendments

Pursuant to Section 17.35.010 of the City of Rio Dell Municipal Code, the following City procedures are required to amend the Ordinance:

- An amendment may be initiated by one or more owners of property affected by the proposed amendment, as set out in Section 17.35.010(3), or by action of the Planning Commission, or the City Council.
- The application of one or more property owners for the initiation of an amendment shall be filed in the office of the City Clerk on a form provided, accompanied by a filing fee.
- Subject only to the rules regarding the placing of matters on the Planning Commission agenda, the matter shall be set for a public hearing.

- Notice of hearing time and place shall be published once in a newspaper of general circulation at least ten calendar days before the hearing or by posting in at least three public places.
- At the public hearing, the Planning Commission shall hear any person affected by the proposed amendment. The hearing may be continued from time to time.
- Within 40 days of the conclusion of the hearing, the Planning Commission shall submit to the City Council a written report of recommendations and reasons therefore.
- Subject only to the rules regarding the placing of matters on its agenda, the City Council, at its next regular meeting following the receipt of such report, shall cause the matter to be set for a public hearing. Notice of the time and place of the hearing shall be given as provided in Section 17.35.010(5), hereof.
- At the public hearing, the City Council shall hear any person affected by the proposed amendment. The hearing may be continued to a specified future date, but shall be concluded within 60 days of the commencement thereof.
- The City Council shall not make any change in the proposed amendment until the proposed change has been referred to the Planning Commission for a report, and the Planning Commission report has been filed with the City Council.

Zone Reclassification Required Finding:

1. The proposed amendment is consistent and compatible with the General Plan and any implementation programs that may be affected.

One of the six Goals identified in the Land Use Element of the General Plan is: "To grow sustainably, provide economic opportunities and local jobs". In addition, Land Use Policy LU-17 includes the following language: "Strengthen and diversify the local economy and maintain and improve property values." Furthermore, Land Use Policies LU-21 and LU-24 calls for in part "...the creation and retention of employment opportunities... and ...economic development in Rio Dell...". The proposed revisions to the Home Occupation regulations and the establishment of Address of Convenience regulations is consistent with the Goals and Policies of the General Plan

2. The proposed amendments have been processed in accordance with the California Environmental Quality Act (CEQA).

The primary purpose of the California Environmental Quality Act (CEQA) is to inform the decision makers and the public of potential environmental effects of a proposed project.

Based on the nature of the project, staff has determined that the project is Statutorily Exempt pursuant to Section 15061(b) (3) of the CEQA Guidelines, Title 14, Chapter 3 of the California Code of Regulations. Pursuant to Section 15061(b) (3) of the CEQA Guidelines this exemption is covered by the general rule that CEQA applies only to projects which have the potential for causing a **significant** effect on the environment. Where it can be seen with certainty that there is no possibility that the project in question may have a significant effect on the environment, the project is not subject to CEQA. Based on the nature of the proposed amendments, including the existing and proposed performance standards, staff believes there is no evidence to suggest that the amendments will have a **significant** effect on the environment.

Financial Impact

The City is responsible for the costs associated with the proposed amendment. The cost is insignificant and will not result in additional budget expenditures or revisions.

Attachments:

1. Existing Home Occupation Permit.
2. Proposed Address of Convenience Permit.
3. Proposed Home Occupation Permit.
4. Proposed definitions and Home Occupation and Address of Convenience regulations.
5. Draft Ordinance No. 312-2014 amending the Home Occupation Regulations, Section 17.30.120 and the Zoning Definitions, Section 17.10.010 of the Rio Dell Municipal Code (RDMC).

17.30.120 Home Occupation Businesses.

(1) Minimum Performance Standards. Home occupations, as defined herein, shall be permitted as appurtenant and accessory uses to any residential use (emphasis added), subject to the following minimum performance standards:

(a) The primary function of a home occupation shall not necessitate the rendering of services to customers or clients on the premises;

(b) A home occupation shall not include, but such exclusion shall not be limited to, the following: automobile repair, automobile wrecking, barber shops and beauty parlors, commercial stables, veterinary offices, kennels, or restaurants;

(c) There shall be no more than one home occupation in any dwelling unit;

(d) Home occupation permits shall be limited to the applicant only and shall not be transferable;

(e) The activity shall be limited to the hours between 7:00 a.m. and 10:00 p.m.;

(f) The occupation or profession shall be carried on wholly within a dwelling unit or accessory building;

(g) Not more than 20 percent of the total floor area within the dwelling unit shall be used in connection with any home occupation;

(h) There shall be no exterior display, no exterior storage of material and no other exterior indication of the home occupation or variation from the residential character of the principal building;

(i) A home occupation shall not create pedestrian, automobile, or truck traffic significantly in excess of the normal amount in the district;

(j) No mechanical equipment shall be used that produces offensive noise, vibration, smoke, dust, odors, or heat. No lighting that produces offensive glare shall be used;

(k) No signs, nameplates, or other advertising shall be affixed to the premises;

(l) Special considerations, exceptions, etc., may be granted by the Planning Commission upon submittal of satisfactory evidence of physical handicap, which precludes normal employment or conduct of business anywhere but as a home occupation;

(m) Any business not complying with the above standards shall require a conditional use permit.

(2) Business License Required. Every home occupation permittee shall obtain a business license.

(3) Home Occupation Permit Required. In order to ensure that the intent of this regulation is implemented and that all home occupations will be operated under the performance standards required herein, all home occupations in the City of Rio Dell must secure approval of a home occupation permit. Such home occupation permit shall contain a listing of all home occupation performance standards and a certification that the applicant has read and agrees to comply with all City regulations and performance standards contained therein.

(4) Action by the Planning Secretary. The Planning Secretary is authorized to grant a home occupation permit only upon a finding that the nature of the use and/or past performance of the requested use or similar use demonstrates the ability to fully conform with the intent of this section and the performance standards. The Planning Secretary may refuse a home occupation permit even though the proposed use may appear technically in conformance with all of the performance standards, if the possibility exists that the proposed use will not be in keeping with the intent of this title.

(5) Appeal. The decision of the Planning Secretary may be appealed to the Planning Commission by the applicant or any interested party. [Ord. 252 § 6.08, 2004.]

Application for Address of Convenience Permit
Section 17.30.120 Rio Dell Municipal Code

Applicant Information		Business Information	
Name:		Name:	

“Address of Convenience” means non-residential activities associated with any profession, occupation or hobby, having no employees, receiving no more than one delivery per day at the residence and utilizing a private residence only for receiving mail, phone calls and related record keeping (typically a mobile business). No more than one truck or other motor vehicle no larger than one ton and shall be permitted at the site of the Home Occupation.

Address of Convenience Performance Standards. Address of Conveniences as defined herein, shall be permitted as appurtenant and accessory uses to any residential use, subject to the following minimum performance standards:

- (a) The primary function of the Address of Convenience is for receiving mail, phone calls and related record keeping (typically a mobile business);
- (b) An Address of Convenience shall not include any employees at the premises;
- (c) An Address of Convenience shall not include the rendering of services to clients or customers at the premises;
- (d) An Address of Convenience shall not generate more than one delivery per day to the residence;
- (e) No more than one truck or other motor vehicle no larger than one ton shall be permitted in conjunction with any Address of Convenience;
- (f) The Address of Convenience shall be carried on wholly within a dwelling unit or accessory building;
- (g) There shall be no exterior storage of materials, equipment or vehicles and no other exterior indication of the Address of Convenience other than the vehicle allowed by subdivision (e) or the sign or nameplate allowed by subdivision (i) or variation from the residential character of the principal building.
- (h) Not more than 25 percent or 500 square feet (whichever is more) of the total floor area within the dwelling unit or accessory building shall be used in connection with any Address of Convenience;
- (i) Signs or nameplates, limited to a statement of the name and contact information, not illuminated and not exceeding four (4) square feet and not exceeding four (4) feet in height shall

be permitted subject to a ten (10) front yard setback and the side and rear yard setbacks of the zone. On corner lots within the area thirty (30) feet from the intersection of the street lot lines, signs shall be limited to three feet in height.

(2) Business License Required. Every Home Occupation and Address of Convenience permittee shall obtain a business license and keep it current during the life of the business.

(3) Action by the Community Development Director or their authorized representative(s). The Community Development Director or their authorized representative is authorized to grant a Address of Convenience permit only upon a finding that the nature of the use and/or past performance of the requested use or similar use demonstrates the ability to fully conform with the intent of the performance standards. The Community Development Director or their authorized representative(s) may refuse a Address of Convenience permit even though the proposed use may appear technically in conformance with all of the performance standards, if the possibility exists that the proposed use will not be in keeping with the intent of this title, including maintaining the residential character and compatibility of the area.

(4) Appeal. The decision of the Community Development Director or their authorized representative may be appealed to the Planning Commission by the applicant or any interested party. The appeal must be in writing and clearly state the reason for the appeal and be accompanied by the filing fee.

I hereby certify that I have read and understand the above Address of Convenience provisions, Section 17.10.120 of the Rio Dell Municipal Code (RDMC). I further agree to abide to the Address of Convenience Performance Standards. I understand that non-compliance with the Address of Convenience Performance Standards will result in revocation of my Business License and Home Occupation Permit.

Applicant's Signature

Date

Staff Use Only

Amount Paid:	Receipt No.	Approved By:	Date:



Application for Home Occupation Permit
Section 17.30.120 Rio Dell Municipal Code

Applicant Information		Business Information	
Name:		Name:	

"Home Occupation" means the conduct of an art or profession, the offering of a service on the conduct of a business, or the manufacture of handicraft products in a dwelling by the inhabitants thereof and which is clearly incidental and secondary to the residential use of the dwelling. No more than one truck or other motor vehicle no larger than one ton and no equipment, including but not limited to equipment trailers, backhoes, skid steers, excavators, etc shall be permitted at the site of the Home Occupation.

(1) Home Occupation Performance Standards. Home Occupations, as defined herein, shall be permitted as appurtenant and accessory uses to any residential use, subject to the following minimum performance standards:

- (a) The primary function of a Home Occupation shall not necessitate the rendering of services to customers or clients on the premises;
- (b) A Home Occupation shall not include, but such exclusion shall not be limited to, the following: automobile repair, automobile wrecking, barber shops and beauty parlors, commercial stables, veterinary offices, kennels, or restaurants;
- (c) There shall be no more than one Home Occupation in any dwelling unit;
- (d) Home Occupation permits shall be limited to the applicant only and shall not be transferable;
- (e) The activity shall be limited to the hours between 7:00 a.m. and 10:00 p.m.;
- (f) The occupation or profession shall be carried on wholly within a dwelling unit or accessory building;
- (g) Not more than 25 percent or 500 square feet (whichever is more) of the total floor area within the dwelling unit or no more than 500 square feet of an accessory building shall be used in connection with any Home Occupation;
- (h) There shall be no exterior storage of material and no other exterior indication of the Home Occupation other than the sign or nameplate allowed by subdivision (k) or variation from the residential character of the principal building;
- (i) A Home Occupation shall not create pedestrian, automobile, or truck traffic significantly in excess of the normal amount in the district;

(j) No mechanical equipment shall be used that produces offensive noise, vibration, smoke, dust, odors, or heat. No lighting that produces offensive glare shall be used;

(k) Signs or nameplates limited to a statement of the name and contact information, not illuminated and not exceeding four (4) square feet and not exceeding four (4) feet in height shall be permitted subject to a ten (10) front yard setback and the side and rear yard setbacks of the zone. On corner lots within the area thirty (30) feet from the intersection of the street lot lines, signs shall be limited to three feet in height

(l) No more than one truck or other motor vehicle no larger than one ton shall be permitted at the site of the Home Occupation;

(m) Special considerations, exceptions, etc., may be granted by the Planning Commission upon submittal of satisfactory evidence of physical handicap, which precludes normal employment or conduct of business anywhere but as a home occupation;

(n) Any business not complying with the above standards shall require a conditional use permit.

(2) Business License Required. Every Home Occupation permittee shall obtain a business license and keep it current during the life of the business.

(3) Action by the Community Development Director or their authorized representative(s). The Community Development Director or their authorized representative is authorized to grant a Home Occupation permit only upon a finding that the nature of the use and/or past performance of the requested use or similar use demonstrates the ability to fully conform with the intent of the performance standards. The Community Development Director or their authorized representative(s) may refuse a Home Occupation permit even though the proposed use may appear technically in conformance with all of the performance standards, if the possibility exists that the proposed use will not be in keeping with the intent of this title, including maintaining the residential character and compatibility of the area.

(4) Appeal. The decision of the Community Development Director or their authorized representative may be appealed to the Planning Commission by the applicant or any interested party. The appeal must be in writing and clearly state the reason for the appeal and be accompanied by the filing fee.

I hereby certify that I have read and understand the above Home Occupation provisions, Section 17.30.120 of the Rio Dell Municipal Code (RDMC). I further agree to abide to the Home Occupation Performance Standards. I understand that non-compliance with the Home Occupation Performance Standards will result in revocation of my Business License and Home Occupation Permit.

Applicant's Signature

Date

Staff Use Only

Amount Paid:	Receipt No.	Approved By:	Date:



17.10.010 Definitions:

“Address of Convenience” means non-residential activities associated with any profession, occupation or hobby, having no employees, receiving no more than one delivery per day at the residence and utilizing a private residence only for receiving mail, phone calls and related record keeping (typically a mobile business). No more than one truck or other motor vehicle no larger than one ton and shall be permitted at the site of the Home Occupation.

“City Manager” means the City Manager for the City of Rio Dell.

“Community Development Director” means the Director of Planning and Building for the City of Rio Dell.

“Home Occupation” means the conduct of an art or profession, the offering of a service on the conduct of a business, or the manufacture of handicraft products in a dwelling by the inhabitants thereof and which is clearly incidental and secondary to the residential use of the dwelling. No more than one truck or other motor vehicle no larger than one ton shall be permitted at the site of the Home Occupation.

17.30.120 Home Occupation Businesses and Address of Convenience.

(1) Home Occupation Performance Standards. Home Occupations, as defined herein, shall be permitted as appurtenant and accessory uses to any residential use, subject to the following minimum performance standards:

- (a) The primary function of a Home Occupation shall not necessitate the rendering of services to customers or clients on the premises;
- (b) A Home Occupation shall not include, but such exclusion shall not be limited to, the following: automobile repair, automobile wrecking, barber shops and beauty parlors, commercial stables, veterinary offices, kennels, or restaurants;
- (c) There shall be no more than one Home Occupation in any dwelling unit;
- (d) Home Occupation permits shall be limited to the applicant only and shall not be transferable;
- (e) The activity shall be limited to the hours between 7:00 a.m. and 10:00 p.m.;
- (f) The occupation or profession shall be carried on wholly within a dwelling unit or accessory building;
- (g) Not more than 25 percent or 500 square feet (whichever is more) of the total floor area within the dwelling unit or no more than 500 square feet of an accessory building shall be used in connection with any Home Occupation;

(h) There shall be no exterior storage of material and no other exterior indication of the Home Occupation other than the sign or nameplate allowed by subdivision (k) or variation from the residential character of the principal building;

(i) A Home Occupation shall not create pedestrian, automobile, or truck traffic significantly in excess of the normal amount in the district;

(j) No mechanical equipment shall be used that produces offensive noise, vibration, smoke, dust, odors, or heat. No lighting that produces offensive glare shall be used;

(k) Signs or nameplates limited to a statement of the name and contact information, not illuminated and not exceeding four (4) square feet and not exceeding four (4) feet in height shall be permitted subject to a ten (10) front yard setback and the side and rear yard setbacks of the zone. On corner lots within the area thirty (30) feet from the intersection of the street lot lines, signs shall be limited to three feet in height

(l) No more than one truck or other motor vehicle no larger than one ton shall be permitted at the site of the Home Occupation;

(m) Special considerations, exceptions, etc., may be granted by the Planning Commission upon submittal of satisfactory evidence of physical handicap, which precludes normal employment or conduct of business anywhere but as a home occupation;

(n) Any business not complying with the above standards shall require a conditional use permit.

(2) Address of Convenience Performance Standards. Address of Conveniences as defined herein, shall be permitted as appurtenant and accessory uses to any residential use, subject to the following minimum performance standards:

(a) The primary function of the Address of Convenience is for receiving mail, phone calls and related record keeping (typically a mobile business);

(b) An Address of Convenience shall not include any employees at the premises;

(c) An Address of Convenience shall not include the rendering of services to clients or customers at the premises;

(d) An Address of Convenience shall not generate more than one delivery per day to the residence;

(e) No more than one truck or other motor vehicle no larger than one ton shall be permitted in conjunction with any Address of Convenience;

(f) The Address of Convenience shall be carried on wholly within a dwelling unit or accessory building;

(g) There shall be no exterior storage of materials, equipment or vehicles and no other exterior indication of the Address of Convenience other than the vehicle allowed by subdivision (e) or the sign or nameplate allowed by subdivision (i) or variation from the residential character of the principal building.

(h) Not more than 25 percent or 500 square feet (whichever is more) of the total floor area within the dwelling unit or accessory building shall be used in connection with any Address of Convenience;

(i) Signs or nameplates, limited to a statement of the name and contact information, not illuminated and not exceeding four (4) square feet and not exceeding four (4) feet in height shall be permitted subject to a ten (10) front yard setback and the side and rear yard setbacks of the zone. On corner lots within the area thirty (30) feet from the intersection of the street lot lines, signs shall be limited to three feet in height.

(3) Business License Required. Every Home Occupation and Address of Convenience permittee shall obtain a business license and keep it current during the life of the business.

(4) Home Occupation Permit Required. In order to ensure that the intent of these regulations are implemented and that all Home Occupations will be operated under the performance standards required herein, all Home Occupations in the City of Rio Dell must secure approval of a Home Occupation permit. Such Home Occupation permit shall contain a listing of all Home Occupation performance standards and a certification that the applicant has read and agrees to comply with all City regulations and performance standards contained therein.

(5) Address of Convenience Permit Required. In order to ensure that the intent of these regulations are implemented and that all Address of Conveniences will be operated under the performance standards required herein, all Address of Conveniences in the City of Rio Dell must secure approval of a Address of Convenience permit. Such Address of Convenience permit shall contain the requirements of the Address of Convenience and a certification that the applicant has read and agrees to comply with all City regulations and performance standards contained therein.

(6) Action by the Community Development Director or their authorized representative(s). The Community Development Director or their authorized representative(s) is authorized to grant a Home Occupation or Address of Convenience permit only upon a finding that the nature of the use and/or past performance of the requested use or similar use demonstrates the ability to fully conform with the intent of this section and the performance standards. The Community Development Director or their authorized representative(s) may refuse a Home Occupation or Address of Convenience permit even though the proposed use may appear technically in conformance with all of the performance standards, if the possibility exists that the proposed use will not be in keeping with the intent of this title, including maintaining the residential character and compatibility of the area.

(7) Appeal. The decision of the Community Development Director or their authorized representative(s) may be appealed to the Planning Commission by the applicant or any interested party. The appeal must be in writing and clearly state the reason for the appeal and be accompanied by the filing fee. [Ord. 252 § 6.08, 2004.]

ORDINANCE NO. 312 – 2014



**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF RIO DELL
AMENDING THE HOME OCCUPATION REGULATIONS,
SECTION 17.30.120 AND THE ZONING DEFINITIONS, SECTION 17.10.010 OF THE
RIO DELL MUNICIPAL CODE**

THE CITY COUNCIL OF THE CITY OF RIO DELL ORDAINS AS FOLLOWS:

WHEREAS the City requires Home Occupation Permits for almost every business that is operated from a residence. Many Home Occupations are actually “mobile” businesses that don’t really fit the definition of a Home Occupation; and

WHEREAS Home Occupations include but are not limited to: Artists, Seamstress’s/Tailors, Accountants/Bookkeepers, Attorneys, Architects/Designers, Computer Programmers/Technicians, Engineers, Surveyors, Land Use Consultants and other consultants; and

WHEREAS the Planning Commission is recommending some minor changes to the Home Occupation provisions and establishing Address of Convenience provisions for those businesses that do not receive any deliveries and do not conduct any activities at the residence other than receiving mail, phone calls and related record keeping; and

WHEREAS the Planning Commission is recommending amending the definition of a “Home Occupation” to require that the Home Occupation be conducted by the inhabitants thereof and which is clearly incidental and secondary to the residential use of the dwelling and that no more than one truck or other motor vehicle no larger than one ton shall be permitted at the site of the Home Occupation; and

WHEREAS the Planning Commission is also recommending a minor grammatical change, the capitalization of “Home Occupation” throughout the provisions and limiting the total area used for the Home Occupation to 25 percent or 500 square feet (whichever is more) of the total floor area within the dwelling unit or no more than 500 square feet of an accessory building; and

WHEREAS the Planning Commission is also recommending that signs be allowed for Home Occupations and limited to a statement of the name and contact information, not illuminated

and not exceeding four (4) square feet and not exceeding four (4) feet in height shall be permitted subject to a ten (10) front yard setback and the side and rear yard setbacks of the zone. On corner lots within the area thirty (30) feet from the intersection of the street lot lines, signs shall be limited to three feet in height; and

WHEREAS the current Home Occupation provisions refer to the “Planning Secretary” being responsible for the administration of the Home Occupation regulations; and

WHEREAS there is no definition of the “Planning Secretary” in the Zoning Regulations and there is no “Planning Secretary” position on the City staff. As such, staff is recommending that the term “Planning Secretary” be replaced with “Community Development Director or their authorized representative”; and

WHEREAS staff also discovered that the Zoning Regulations do include definitions of the “City Manager” or the “Community Development Director”. Accordingly, staff is recommending that those definitions be included in the Zoning Regulations; and

WHEREAS the Planning Commission is also recommending establishing “Address of Convenience” provisions for those businesses that do not receive any deliveries and do not conduct any activities at the residence other than receiving mail, phone calls and related record keeping; and

WHEREAS the City has reviewed and processed the proposed amendment in conformance with Sections 65350 – 65362 of the California Government Code; and

WHEREAS the City has reviewed and processed the proposed amendment in conformance with Section 17.30.010 of the City of Rio Dell Municipal Code; and

WHEREAS the City finds that based on evidence on file and presented in the staff report that the proposed amendment is consistent and compatible with the General Plan and any implementation programs that may be affected; and

WHEREAS the proposed amendment has been processed in accordance with the applicable provisions of the California Government Code and the California Environmental Quality Act (CEQA); and

NOW, THEREFORE, BE IT RESOLVED that the Planning Commission of the City of Rio Dell finds that:

1. The proposed amendment is consistent with the General Plan and any applicable specific plan; and
2. The proposed amendment is Statutorily Exempt pursuant to Section 15061(b) (3) of the CEQA Guidelines, Title 14, Chapter 3 of the California Code of Regulations.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the City Council of the City of Rio Dell does hereby ordain as follows:

Section 1. Section 17.10.010, Definitions, of the Rio Dell Municipal Code is hereby amended to include the following definitions:

17.10.010 Definitions

“Address of Convenience” means non-residential activities associated with any profession, occupation or hobby, having no employees, receiving no more than one delivery per day at the residence and utilizing a private residence only for receiving mail, phone calls and related record keeping (typically a mobile business). No more than one truck or other motor vehicle no larger than one ton and shall be permitted at the site of the Home Occupation.

“City Manager” means the City Manager for the City of Rio Dell.

“Community Development Director” means the Director of Planning and Building for the City of Rio Dell.

“Home Occupation” means the conduct of an art or profession, the offering of a service on the conduct of a business, or the manufacture of handicraft products in a dwelling by the inhabitants thereof and which is clearly incidental and secondary to the residential use of the dwelling. No more than one truck or other motor vehicle no larger than one ton shall be permitted at the site of the Home Occupation.

Section 2. Section 17.30.120, Home Occupation Businesses, of the Rio Dell Municipal Code is hereby amended as follows:

17.30.120 Home Occupation Businesses and Address of Convenience.

(1) Home Occupation Performance Standards. Home Occupations, as defined herein, shall be permitted as appurtenant and accessory uses to any residential use, subject to the following minimum performance standards:

(a) The primary function of a Home Occupation shall not necessitate the rendering of services to customers or clients on the premises;

(b) A Home Occupation shall not include, but such exclusion shall not be limited to, the following: automobile repair, automobile wrecking, barber shops and beauty parlors, commercial stables, veterinary offices, kennels, or restaurants;

(c) There shall be no more than one Home Occupation in any dwelling unit;

- (d) Home Occupation permits shall be limited to the applicant only and shall not be transferable;
- (e) The activity shall be limited to the hours between 7:00 a.m. and 10:00 p.m.;
- (f) The occupation or profession shall be carried on wholly within a dwelling unit or accessory building;
- (g) Not more than 25 percent or 500 square feet (whichever is more) of the total floor area within the dwelling unit or no more than 500 square feet of an accessory building shall be used in connection with any Home Occupation;
- (h) There shall be no exterior storage of material and no other exterior indication of the Home Occupation other than the sign or nameplate allowed by subdivision (k) or variation from the residential character of the principal building;
- (i) A Home Occupation shall not create pedestrian, automobile, or truck traffic significantly in excess of the normal amount in the district;
- (j) No mechanical equipment shall be used that produces offensive noise, vibration, smoke, dust, odors, or heat. No lighting that produces offensive glare shall be used;
- (k) Signs or nameplates limited to a statement of the name and contact information, not illuminated and not exceeding four (4) square feet and not exceeding four (4) feet in height shall be permitted subject to a ten (10) front yard setback and the side and rear yard setbacks of the zone. On corner lots within the area thirty (30) feet from the intersection of the street lot lines, signs shall be limited to three feet in height
- (l) No more than one truck or other motor vehicle no larger than one ton shall be permitted at the site of the Home Occupation;
- (m) Special considerations, exceptions, etc., may be granted by the Planning Commission upon submittal of satisfactory evidence of physical handicap, which precludes normal employment or conduct of business anywhere but as a home occupation;
- (n) Any business not complying with the above standards shall require a conditional use permit.

(2) Address of Convenience Performance Standards. Address of Conveniences as defined herein, shall be permitted as appurtenant and accessory uses to any residential use, subject to the following minimum performance standards:

- (a) The primary function of the Address of Convenience is for receiving mail, phone calls and related record keeping (typically a mobile business);

- (b) An Address of Convenience shall not include any employees at the premises;
- (c) An Address of Convenience shall not include the rendering of services to clients or customers at the premises;
- (d) An Address of Convenience shall not generate more than one delivery per day to the residence;
- (e) No more than one truck or other motor vehicle no larger than one ton shall be permitted in conjunction with any Address of Convenience;
- (f) The Address of Convenience shall be carried on wholly within a dwelling unit or accessory building;
- (g) There shall be no exterior storage of materials, equipment or vehicles and no other exterior indication of the Address of Convenience other than the vehicle allowed by subdivision (e) or the sign or nameplate allowed by subdivision (i) or variation from the residential character of the principal building.
- (h) Not more than 25 percent or 500 square feet (whichever is more) of the total floor area within the dwelling unit or accessory building shall be used in connection with any Address of Convenience;
- (i) Signs or nameplates, limited to a statement of the name and contact information, not illuminated and not exceeding four (4) square feet and not exceeding four (4) feet in height shall be permitted subject to a ten (10) front yard setback and the side and rear yard setbacks of the zone. On corner lots within the area thirty (30) feet from the intersection of the street lot lines, signs shall be limited to three feet in height.

(3) Business License Required. Every Home Occupation and Address of Convenience permittee shall obtain a business license and keep it current during the life of the business.

(4) Home Occupation Permit Required. In order to ensure that the intent of these regulations are implemented and that all Home Occupations will be operated under the performance standards required herein, all Home Occupations in the City of Rio Dell must secure approval of a Home Occupation permit. Such Home Occupation permit shall contain a listing of all Home Occupation performance standards and a certification that the applicant has read and agrees to comply with all City regulations and performance standards contained therein.

(5) Address of Convenience Permit Required. In order to ensure that the intent of ~~this~~ these regulations are implemented and that all Address of Conveniences will be operated under the performance standards required herein, all Address of Conveniences in the City of Rio Dell must secure approval of a Address of Convenience permit. Such Address of Convenience permit shall contain the requirements of the Address of Convenience and a certification that the applicant

has read and agrees to comply with all City regulations and performance standards contained therein.

(6) Action by the Community Development Director or their authorized representative(s).

The Community Development Director or their authorized representative(s) is authorized to grant a Home Occupation or Address of Convenience permit only upon a finding that the nature of the use and/or past performance of the requested use or similar use demonstrates the ability to fully conform with the intent of this section and the performance standards. The Community Development Director or their authorized representative(s) may refuse a Home Occupation or Address of Convenience permit even though the proposed use may appear technically in conformance with all of the performance standards, if the possibility exists that the proposed use will not be in keeping with the intent of this title, including maintaining the residential character and compatibility of the area.

(7) Appeal. The decision of the Community Development Director or their authorized representative(s) may be appealed to the Planning Commission by the applicant or any interested party. The appeal must be in writing and clearly state the reason for the appeal and be accompanied by the filing fee.

Section 3 Severability

If any provision of the ordinance is invalidated by any court of competent jurisdiction, the remaining provisions shall not be affected and shall continue in full force and effect.

Section 4. Limitation of Actions

Any action to challenge the validity or legality of any provision of this ordinance on any grounds shall be brought by court action commenced within ninety (90) days of the date of adoption of this ordinance.

Section 5. CEQA Compliance

The City Council has determined that the adoption of this ordinance is exempt from review under the California Environmental Quality Act (CEQA), pursuant to Section 15061(b)(3) of the CEQA Guidelines. Due to the nature of the proposed code revision, there is no evidence that a *significant* impact to the environment would occur as a result of adoption of the Ordinance.

Section 6. Effective Date

This ordinance becomes effective thirty (30) days after the date of its approval and adoption.

I HEREBY CERTIFY that the forgoing Ordinance was duly introduced at a regular meeting of the City Council of the City of Rio Dell on February 18, 2014 and furthermore the forgoing Ordinance was passed, approved and adopted at a regular meeting of the City Council of the City of Rio Dell, held on the March 4, 2014 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Jack Thompson, Mayor

ATTEST:

I, Karen Dunham, City Clerk for the City of Rio Dell, State of California, hereby certify the above and foregoing to be a full, true and correct copy of Ordinance No. 312-2014 which was passed, approved and adopted at a regular meeting of the City Council of the City of Rio Dell, held on the March 4, 2014.


Karen Dunham, City Clerk, City of Rio Dell


675 Wildwood Avenue
Rio Dell, CA 95562
(707) 764-3532



For Meeting of: February 18, 2014

To: City Council

From: Kevin Caldwell, Community Development Director 

Through: Jim Stretch, City Manager 

Date: February 3, 2014

Subject: Text Amendment Establishing Cottage Industry Regulations and Definition,
Sections 17.30.075 and 17.10.010 of the Rio Dell Municipal Code

Recommendation:

That the City Council:

1. Receive staff's report regarding the proposed text amendment;
2. Open the public hearing, receive public input, and deliberate; and
3. Introduce Ordinance No. 313-2014 establishing Cottage Industry Regulations, Section 17.30.075 and amending the Zoning Definitions, Section 17.10.010 of the Rio Dell Municipal Code (RDMC) to include Cottage Industry and continue consideration, approval and adoption of the proposed Ordinance to your meeting of March 4, 2014 for the second reading and adoption.

Background/Summary

The City is contacted time to time regarding potential home occupations, including ceramic studios, wood-working and metal fabrication and welding. These types of uses do not fit the definition of a Home Occupation. Although exceptions to the Home Occupation performance

standards could be approved with a Conditional Use Permit (CUP); the cost of a CUP almost always discourages potential businesses from making application. As such, staff recommended to the Planning Commission that the City establish Cottage Industry provisions and performance standards. Below is a copy of the recommended definition of a Cottage Industry:

“Cottage Industry” means the on-site production of goods by hand manufacturing in an enclosed building which involves only the use of hand tools or domestic mechanical equipment or a single kiln, and the incidental direct sale to consumers of only those goods produced on-site by the inhabitants of the property and which is clearly incidental and secondary to the residential use of the property. Typical uses include, but are not limited to, ceramic studios, custom jewelry, wood-working, small furniture and cabinet manufacturers or metal fabrication and welding. No more than one truck or other motor vehicle no larger than one ton shall be permitted at the site of the Cottage Industry.

Staff recommended and the Planning Commission concurred to a performance based approach, similar to the Home Occupation and Address of Convenience regulations. The recommended regulations are included as Attachment 1.

Cottage Food Operations are included as a Cottage Industry. The California Homemade Food Act (AB 1616) became effective on January 1, 2013. The California Homemade Food Act exempts home-based food businesses, known as Cottage Food Operations, from many regulations that apply to traditional food production. AB 1616 requires cities and counties to allow Cottage Food Operations in private residences, but permits local ordinances that impose “reasonable” standards, restrictions and requirements concerning spacing and concentration, traffic control, parking and noise control.

Cottage Food products are defined as “non-potentially hazardous food” prepared for sale in the private kitchen of a cottage food operator. Foods such as meats, dairy products, or perishable items do not qualify as cottage foods since they require refrigeration to keep them safe or prevent bacterial growth. Items that can be produced by Cottage Food operators include baked goods, candy, dried fruit and pasta, and certain jams, jellies and preserves. The State Public Health Officer may add to or delete items from the list of allowed cottage foods.

AB 1616 allows customers to come to the residence, and allows one employee who does not reside within the home. The recommended Performance Standards are consistent with State law. Below is a copy of the recommended additional Performance Standards for Cottage Industry Food Operations:

(a) No more than one (1) employee other than residents of the dwelling shall be employed to conduct the Cottage Industry Food Operations;

(b) The applicant shall obtain a Class A or Class B permit for Cottage Food Operations from the Humboldt County Department of Environmental Health prior to the approval of the Cottage Industry Permit.

Issues

As with the Home Occupation and Address of Convenience regulations, staff believes the only issue with the recommended text amendment is whether or not signs should be allowed for Cottage Industries. Again, the current Home Occupation regulations prohibit the exterior storage of materials and any other exterior indication, ***including signs***, of the Home Occupation or variation from the residential character of the principal building.

Staff had originally recommended to the Planning Commission that signs limited to two (2) square feet be allowed for Cottage Industries in Urban Residential (UR), Suburban Residential and Suburban zones and four (4) square feet in the Rural (R) zone subject to the setback requirements of the zone. Staff's recommendation was based on the existing Sign Regulations, Section 17.30.260 of the RDMC, which allow nameplates limited to a statement of the name, address and occupational designation of the occupant in residential zones. Below is a copy of Section 17.30.260:

17.30.260 Signs and Nameplates.

(1) On-Site Signs. Nameplates (which shall be limited to a statement of the name, address and occupational designation of the occupant) and signs shall be permitted in conformity with the following regulations:

(a) One nameplate, not illuminated, appurtenant to any permitted use, not exceeding two square feet shall be permitted in urban residential, suburban residential or suburban zones, and not exceeding four square feet shall be permitted in all other zones.

The above provision conflicts with the Home Occupation provisions which clearly state that there shall be no exterior indication of the Home Occupation or variation from the residential character of the principal building. In cases of conflicting provisions, the more restrictive provision applies unless otherwise noted.

The Planning Commission discussed the recommended sign provision and as with Home Occupations and Addresses of Convenience, they are recommending to your Council that signs up to four (4) square feet be allowed in all residential zones. Below is the Planning Commission's recommended language:

Signs or nameplates limited to a statement of the name and contact information, not illuminated and not exceeding four (4) square feet and not exceeding four (4) feet in height shall be permitted subject to a ten (10) front yard setback and the

side and rear yard setbacks of the zone. On corner lots within the area thirty (30) feet from the intersection of the street lot lines, signs shall be limited to three feet in height.

Procedures for Zoning Ordinance Amendments

Pursuant to Section 17.35.010 of the City of Rio Dell Municipal Code, the following City procedures are required to amend the Ordinance:

- An amendment may be initiated by one or more owners of property affected by the proposed amendment, as set out in Section 17.35.010(3), or by action of the Planning Commission, or the City Council.
- The application of one or more property owners for the initiation of an amendment shall be filed in the office of the City Clerk on a form provided, accompanied by a filing fee.
- Subject only to the rules regarding the placing of matters on the Planning Commission agenda, the matter shall be set for a public hearing.
- Notice of hearing time and place shall be published once in a newspaper of general circulation at least ten calendar days before the hearing or by posting in at least three public places.
- At the public hearing, the Planning Commission shall hear any person affected by the proposed amendment. The hearing may be continued from time to time.
- Within 40 days of the conclusion of the hearing, the Planning Commission shall submit to the City Council a written report of recommendations and reasons therefore.
- Subject only to the rules regarding the placing of matters on its agenda, the City Council, at its next regular meeting following the receipt of such report, shall cause the matter to be set for a public hearing. Notice of the time and place of the hearing shall be given as provided in Section 17.35.010(5), hereof.
- At the public hearing, the City Council shall hear any person affected by the proposed amendment. The hearing may be continued to a specified future date, but shall be concluded within 60 days of the commencement thereof.
- The City Council shall not make any change in the proposed amendment until the proposed change has been referred to the Planning Commission for a report, and the Planning Commission report has been filed with the City Council.

Zone Reclassification Required Finding:

1. The proposed amendment is consistent and compatible with the General Plan and any implementation programs that may be affected.

One of the six Goals identified in the Land Use Element of the General Plan is: "To grow sustainably, provide economic opportunities and local jobs". In addition, Land Use Policy LU-17 includes the following language: "Strengthen and diversify the local economy and maintain and improve property values." Furthermore, Land Use Policies LU-21 and LU-24 calls for in part "...the creation and retention of employment opportunities... and ...economic development in Rio Dell...". The proposed establishment of Cottage Industry regulations is consistent with the Goals and Policies of the General Plan

2. The proposed amendments have been processed in accordance with the California Environmental Quality Act (CEQA).

The primary purpose of the California Environmental Quality Act (CEQA) is to inform the decision makers and the public of potential environmental effects of a proposed project.

Based on the nature of the project, staff has determined that the project is Statutorily Exempt pursuant to Section 15061(b) (3) of the CEQA Guidelines, Title 14, Chapter 3 of the California Code of Regulations. Pursuant to Section 15061(b) (3) of the CEQA Guidelines this exemption is covered by the general rule that CEQA applies only to projects which have the potential for causing a **significant** effect on the environment. Where it can be seen with certainty that there is no possibility that the project in question may have a significant effect on the environment, the project is not subject to CEQA. Based on the nature of the proposed amendments, including the recommended Performance Standards, staff believes there is no evidence to suggest that the amendments will have a **significant** effect on the environment.

Financial Impact

The City is responsible for the costs associated with the proposed amendment. The cost is insignificant and will not result in additional budget expenditures or revisions.

Attachments:

1. Proposed Cottage Industry Regulations.
2. Proposed Cottage Industry Permit.
3. Draft Ordinance No. 313-2014 establishing Cottage Industry Regulations, Section 17.30.075 and amending the Zoning Definitions, Section 17.10.010 of the Rio Dell Municipal Code (RDMC) to include Cottage Industry.



Section 17.10.010, Definitions, of the Rio Dell Municipal Code is hereby amended to include the following definition:

“Cottage Industry” means the on-site production of goods by hand manufacturing in an enclosed building which involves only the use of hand tools or domestic mechanical equipment or a single kiln, and the incidental direct sale to consumers of only those goods produced on-site by the inhabitants of the property and which is clearly incidental and secondary to the residential use of the property. Typical uses include, but are not limited to, ceramic studios, custom jewelry, wood-working, small furniture and cabinet manufacturers or metal fabrication and welding. No more than one truck or other motor vehicle no larger than one ton shall be permitted at the site of the Cottage Industry.

17.30.075 COTTAGE INDUSTRY.

(1) Purpose. The purpose of these regulations is to establish performance standards and limitations for the operation and maintenance of Cottage Industries.

(2) Applicability. Notwithstanding any other provisions of this Code to the contrary, Cottage Industries, as defined in this Code, that meet all the criteria of the following Performance Standards section, shall be permitted as appurtenant, accessory and incidental to a residential use in the Urban Residential (UR), Suburban Residential (SR), Suburban (S) and Rural (R) zones.

(3) Cottage Industry Performance Standards. Cottage industries defined herein are allowed as principally permitted appurtenant and accessory uses to existing residential uses subject to the following minimum performance standards:

(a) The Cottage Industry shall conform with the development standards in the applicable zoning district;

(b) The dwelling on the site shall be occupied by the owner of the Cottage Industry;

(c) The Cottage Industry shall occupy no more than twenty five percent (25%) of the floor area of the dwelling; Cottage Industries in accessory buildings shall be limited to not more than fifty (50%) or 1000 square feet, which is ever more of the floor area of the building.

(d) The Cottage Industry shall not create noise, odors, smoke or other nuisances to a degree greater than that normal for the neighborhood;

(e) All noise generating operations shall be buffered so that they do not exceed 60 dB(a) at the property lines;

(f) There shall be no structural, electrical or plumbing alterations necessary for the Cottage

Industry which are not customarily found in dwellings or residential accessory structures;

(g) No persons other than residents of the dwelling shall be employed to conduct the Cottage Industry;

(h) All lights shall be directed on site and shielded to reduce glare to adjacent areas;

(i) There shall be no more than one Cottage Industry in any dwelling unit or accessory building;

(j) Cottage Industry permits shall be limited to the applicant only and shall not be transferable;

(k) The activity shall be limited to the hours between 8:00 a.m. and 5:00 p.m.;

(l) The occupation or profession shall be carried on wholly within a dwelling unit or accessory building;

(m) There shall be no exterior storage of material and no other exterior indication of the Cottage Industry other than the sign or nameplate allowed by subdivision (p) or variation from the residential character of the principal building;

(n) A Cottage Industry shall not create pedestrian, automobile, or truck traffic significantly in excess of the normal amount in the district;

(o) No mechanical equipment shall be used that produces offensive noise, vibration, smoke, dust, odors, or heat;

(p) Signs or nameplates, limited to a statement of the name and contact information, not illuminated and not exceeding four (4) square feet and not exceeding four (4) feet in height shall be permitted subject to a ten (10) front yard setback and the side and rear yard setbacks of the zone. On corner lots within the area thirty (30) feet from the intersection of the street lot lines, signs shall be limited to three feet in height;

(q) No more than one truck or other motor vehicle no larger than one (1) ton shall be permitted at the site of the Cottage Industry;

(r) No visual or audible interference of radio or television reception by the operations shall be permitted;

(s) All manufacturing and fabricating areas shall be enclosed in buildings;

(t) On-site customers and the incidental direct sale of only those goods produced on-site shall only be allowed on the property between the hours of 9:00 a.m. to 6:00 p.m., seven days a week.

(u) Not more than four (4) on-site customer vehicle trips per day shall be allowed.

(v) Any business not complying with the above performance standards shall require a Conditional Use Permit.

(4) Cottage Industry Food Operations. In addition to the above Performance Standards, unless otherwise identified herein, Cottage Industry Food Operations as defined under the California Homemade Food Act (AB 1616) shall comply with the following regulations:

(a) No more than one (1) employee other than residents of the dwelling shall be employed to conduct the Cottage Industry Food Operations;

(b) The applicant shall obtain a Class A or Class B permit for Cottage Food Operations from the Humboldt County Department of Environmental Health prior to the approval of the Cottage Industry Permit.

(5) Business License Required. Every Cottage Industry permittee shall obtain a business license and keep it current during the life of the business.

(6) Cottage Industry Permit Required. In order to ensure that the intent of these regulations are implemented and that all Cottage Industries will be operated under the performance standards required herein, all Cottage Industries in the City of Rio Dell must secure approval of a Cottage Industry permit. Such Cottage Industry permit shall contain a listing of all Cottage Industry performance standards and a certification that the applicant has read and agrees to comply with all City regulations and performance standards contained therein.

(7) Action by the Community Development Director or their authorized representative(s). The Community Development Director or their authorized representative(s) is authorized to grant a Cottage Industry permit only upon a finding that the nature of the use and/or past performance of the requested use or similar use demonstrates the ability to fully conform with the intent of this section and the performance standards. The Community Development Director or their authorized representative(s) may refuse a Cottage Industry permit even though the proposed use may appear technically in conformance with all of the performance standards, if the possibility exists that the proposed use will not be in keeping with the intent of this title, including maintaining the residential character and compatibility of the area.

(8) Appeal. The decision of the Community Development Director or their authorized representative(s) may be appealed to the Planning Commission by the applicant or any interested party. The appeal must be in writing and clearly state the reason for the appeal and be accompanied by the filing fee.

675 Wildwood Avenue
Rio Dell, CA 95562
(707) 764-3532



Application for Cottage Industry Permit
Section 17.30.075 Rio Dell Municipal Code

Applicant Information		Business Information	
Name:		Name:	

17.30.075 COTTAGE INDUSTRY.

(1) Purpose. The purpose of these regulations is to establish performance standards and limitations for the operation and maintenance of Cottage Industries.

(2) Applicability. Notwithstanding any other provisions of this Code to the contrary, Cottage Industries, as defined in this Code, that meet all the criteria of the following Performance Standards section, shall be permitted as appurtenant, accessory and incidental to a residential use in the Urban Residential (UR), Suburban Residential (SR), Suburban (S) and Rural (R) zones.

(3) Cottage Industry Performance Standards. Cottage industries defined herein are allowed as principally permitted appurtenant and accessory uses to existing residential uses subject to the following minimum performance standards:

- (a) The Cottage Industry shall conform with the development standards in the applicable zoning district;
- (b) The dwelling on the site shall be occupied by the owner of the Cottage Industry;
- (c) The Cottage Industry shall occupy no more than twenty five percent (25%) of the floor area of the dwelling; Cottage Industries in accessory buildings shall be limited to not more than fifty (50%) or 1000 square feet, which is ever more of the floor area of the building.
- (d) The Cottage Industry shall not create noise, odors, smoke or other nuisances to a degree greater than that normal for the neighborhood;
- (e) All noise generating operations shall be buffered so that they do not exceed 60 dB(a) at the property lines;
- (f) There shall be no structural, electrical or plumbing alterations necessary for the Cottage Industry which are not customarily found in dwellings or residential accessory structures;

- (g) No persons other than residents of the dwelling shall be employed to conduct the Cottage Industry;
- (h) All lights shall be directed on site and shielded to reduce glare to adjacent areas;
- (i) There shall be no more than one Cottage Industry in any dwelling unit or accessory building;
- (j) Cottage Industry permits shall be limited to the applicant only and shall not be transferable;
- (k) The activity shall be limited to the hours between 8:00 a.m. and 5:00 p.m.;
- (l) The occupation or profession shall be carried on wholly within a dwelling unit or accessory building;
- (m) There shall be no exterior storage of material and no other exterior indication of the Cottage Industry other than the sign or nameplate allowed by subdivision (p) or variation from the residential character of the principal building;
- (n) A Cottage Industry shall not create pedestrian, automobile, or truck traffic significantly in excess of the normal amount in the district;
- (o) No mechanical equipment shall be used that produces offensive noise, vibration, smoke, dust, odors, or heat;
- (p) Signs or nameplates, limited to a statement of the name and contact information, not illuminated and not exceeding four (4) square feet and not exceeding four (4) feet in height shall be permitted subject to a ten (10) front yard setback and the side and rear yard setbacks of the zone. On corner lots within the area thirty (30) feet from the intersection of the street lot lines, signs shall be limited to three feet in height;
- (q) No more than one truck or other motor vehicle no larger than one (1) ton shall be permitted at the site of the Cottage Industry;
- (r) No visual or audible interference of radio or television reception by the operations shall be permitted;
- (s) All manufacturing and fabricating areas shall be enclosed in buildings;
- (t) On-site customers and the incidental direct sale of only those goods produced on-site shall only be allowed on the property between the hours of 9:00 a.m. to 6:00 p.m., seven days a week.
- (u) Not more than four (4) on-site customer vehicle trips per day shall be allowed.

(v) Any business not complying with the above performance standards shall require a Conditional Use Permit.

(4) Cottage Industry Food Operations. In addition to the above Performance Standards, unless otherwise identified herein, Cottage Industry Food Operations as defined under the California Homemade Food Act (AB 1616) shall comply with the following regulations:

(a) No more than one (1) employee other than residents of the dwelling shall be employed to conduct the Cottage Industry Food Operations;

(b) The applicant shall obtain a Class A or Class B permit for Cottage Food Operations from the Humboldt County Department of Environmental Health prior to the approval of the Cottage Industry Permit.

(5) Business License Required. Every Cottage Industry permittee shall obtain a business license and keep it current during the life of the business.

(6) Cottage Industry Permit Required. In order to ensure that the intent of these regulations are implemented and that all Cottage Industries will be operated under the performance standards required herein, all Cottage Industries in the City of Rio Dell must secure approval of a Cottage Industry permit. Such Cottage Industry permit shall contain a listing of all Cottage Industry performance standards and a certification that the applicant has read and agrees to comply with all City regulations and performance standards contained therein.

(7) Action by the Community Development Director or their authorized representative(s). The Community Development Director or their authorized representative(s) is authorized to grant a Cottage Industry permit only upon a finding that the nature of the use and/or past performance of the requested use or similar use demonstrates the ability to fully conform with the intent of this section and the performance standards. The Community Development Director or their authorized representative(s) may refuse a Cottage Industry permit even though the proposed use may appear technically in conformance with all of the performance standards, if the possibility exists that the proposed use will not be in keeping with the intent of this title, including maintaining the residential character and compatibility of the area.

(8) Appeal. The decision of the Community Development Director or their authorized representative(s) may be appealed to the Planning Commission by the applicant or any interested party. The appeal must be in writing and clearly state the reason for the appeal and be accompanied by the filing fee.

I hereby certify that I have read and understand the above Cottage Industry provisions, Section 17.30.075 of the Rio Dell Municipal Code (RDMC). I further agree to abide to the Cottage Industry Performance Standards. I understand that non-compliance with the Cottage Industry Performance Standards will result in revocation of my Business License and Cottage Industry Permit.

Applicant's Signature

Date

Staff Use Only

Amount Paid:	Receipt No.	Approved By:	Date:

ORDINANCE NO. 313 – 2014



**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF RIO DELL
ESTABLISHING COTTAGE INDUSTRY REGULATIONS,
SECTION 17.30.075 AND AMENDING THE DEFINITIONS, SECTION 17.10.010 OF
THE RIO DELL MUNICIPAL CODE TO INCLUDE COTTAGE INDUSTRY**

THE CITY COUNCIL OF THE CITY OF RIO DELL ORDAINS AS FOLLOWS:

WHEREAS the City is contacted time to time regarding potential home occupations, including ceramic studios, wood-working and metal fabrication and welding; and

WHEREAS these types of uses do not fit the definition of a Home Occupation; and

WHEREAS although exceptions to the Home Occupation performance standards could be approved with a Conditional Use Permit (CUP), the cost of a CUP almost always discourages potential businesses from making application; and

WHEREAS the Planning Commission is recommending the City establish Cottage Industry provisions and performance standards to allow Cottage Industries in residential zones; and

WHEREAS "Cottage Industry" means the on-site production of goods by hand manufacturing in an enclosed building which involves only the use of hand tools or domestic mechanical equipment or a single kiln, and the incidental direct sale to consumers of only those goods produced on-site by the inhabitants of the property and which is clearly incidental and secondary to the residential use of the property; and

WHEREAS typical Cottage Industry uses include, but are not limited to, ceramic studios, custom jewelry, wood-working, small furniture and cabinet manufacturers or metal fabrication and welding; and

WHEREAS the Planning Commission is recommending that no more than one truck or other motor vehicle no larger than one ton shall be permitted at the site of the Cottage Industry; and

WHEREAS Cottage Food Operations are included as a Cottage Industry. The California Homemade Food Act (AB 1616) became effective on January 1, 2013 and exempts home-based

food businesses, known as Cottage Food Operations, from many regulations that apply to traditional food production; and

WHEREAS AB 1616 requires cities and counties to allow Cottage Food Operations in private residences, but permits local ordinances that impose “reasonable” standards, restrictions and requirements concerning spacing and concentration, traffic control, parking and noise control; and

WHEREAS AB 1616 allows customers to come to the residence, and allows one employee who does not reside within the home; and

WHEREAS the Planning Commission is recommending a performance based approach, similar to the Home Occupation and Address of Convenience regulations, to the Cottage Industry regulations; and

WHEREAS the General Plan contains goals and policies that encourage economic development; and

WHEREAS the City has reviewed and processed the proposed amendment in conformance with Sections 65350 – 65362 of the California Government Code; and

WHEREAS the City has reviewed and processed the proposed amendment in conformance with Section 17.35.010 of the City of Rio Dell Municipal Code; and

WHEREAS the City finds that based on evidence on file and presented in the staff report that the proposed amendment is consistent and compatible with the General Plan and any implementation programs that may be affected; and

WHEREAS the proposed amendment has been processed in accordance with the applicable provisions of the California Government Code and the California Environmental Quality Act (CEQA); and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Rio Dell finds that:

1. The proposed amendment is consistent with the General Plan and any applicable specific plan; and
2. The proposed amendment is Statutorily Exempt pursuant to Section 15061(b) (3) of the CEQA Guidelines, Title 14, Chapter 3 of the California Code of Regulations.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the City Council of the City of Rio Dell does hereby ordain as follows:

Section 1. Section 17.10.010, Definitions, of the Rio Dell Municipal Code is hereby amended to include the following definition:

“Cottage Industry” means the on-site production of goods by hand manufacturing in an enclosed building which involves only the use of hand tools or domestic mechanical equipment or a single kiln, and the incidental direct sale to consumers of only those goods produced on-site by the inhabitants of the property and which is clearly incidental and secondary to the residential use of the property. Typical uses include, but are not limited to, ceramic studios, custom jewelry, wood-working, small furniture and cabinet manufacturers or metal fabrication and welding. No more than one truck or other motor vehicle no larger than one ton shall be permitted at the site of the Cottage Industry.

Section 2. Section 17.30.075, Cottage Industry Regulations, of the Rio Dell Municipal Code is hereby established as follows:

17.30.075 COTTAGE INDUSTRY.

(1) Purpose. The purpose of these regulations is to establish performance standards and limitations for the operation and maintenance of Cottage Industries.

(2) Applicability. Notwithstanding any other provisions of this Code to the contrary, Cottage Industries, as defined in this Code, that meet all the criteria of the following Performance Standards section, shall be permitted as appurtenant, accessory and incidental to a residential use in the Urban Residential (UR), Suburban Residential (SR), Suburban (S) and Rural (R) zones.

(3) Cottage Industry Performance Standards. Cottage industries defined herein are allowed as principally permitted appurtenant and accessory uses to existing residential uses subject to the following minimum performance standards:

(a) The Cottage Industry shall conform with the development standards in the applicable zoning district;

(b) The dwelling on the site shall be occupied by the owner of the Cottage Industry;

(c) The Cottage Industry shall occupy no more than twenty five percent (25%) of the floor area of the dwelling; Cottage Industries in accessory buildings shall be limited to not more than fifty (50%) or 1000 square feet, which is ever more of the floor area of the building.

(d) The Cottage Industry shall not create noise, odors, smoke or other nuisances to a degree greater than that normal for the neighborhood;

(e) All noise generating operations shall be buffered so that they do not exceed 60 dB(a) at the property lines;

- (f) There shall be no structural, electrical or plumbing alterations necessary for the Cottage Industry which are not customarily found in dwellings or residential accessory structures;
- (g) No persons other than residents of the dwelling shall be employed to conduct the Cottage Industry;
- (h) All lights shall be directed on site and shielded to reduce glare to adjacent areas;
- (i) There shall be no more than one Cottage Industry in any dwelling unit or accessory building;
- (j) Cottage Industry permits shall be limited to the applicant only and shall not be transferable;
- (k) The activity shall be limited to the hours between 8:00 a.m. and 5:00 p.m.;
- (l) The occupation or profession shall be carried on wholly within a dwelling unit or accessory building;
- (m) There shall be no exterior storage of material and no other exterior indication of the Cottage Industry other than the sign or nameplate allowed by subdivision (p) or variation from the residential character of the principal building;
- (n) A Cottage Industry shall not create pedestrian, automobile, or truck traffic significantly in excess of the normal amount in the district;
- (o) No mechanical equipment shall be used that produces offensive noise, vibration, smoke, dust, odors, or heat;
- (p) Signs or nameplates, limited to a statement of the name and contact information, not illuminated and not exceeding four (4) square feet and not exceeding four (4) feet in height shall be permitted subject to a ten (10) front yard setback and the side and rear yard setbacks of the zone. On corner lots within the area thirty (30) feet from the intersection of the street lot lines, signs shall be limited to three feet in height;
- (q) No more than one truck or other motor vehicle no larger than one (1) ton shall be permitted at the site of the Cottage Industry;
- (r) No visual or audible interference of radio or television reception by the operations shall be permitted;
- (s) All manufacturing and fabricating areas shall be enclosed in buildings;
- (t) On-site customers and the incidental direct sale of only those goods produced on-site shall only be allowed on the property between the hours of 9:00 a.m. to 6:00 p.m., seven days a week.

(u) Not more than four (4) on-site customer vehicle trips per day shall be allowed.

(v) Any business not complying with the above performance standards shall require a Conditional Use Permit.

(4) Cottage Industry Food Operations. In addition to the above Performance Standards, unless otherwise identified herein, Cottage Industry Food Operations as defined under the California Homemade Food Act (AB 1616) shall comply with the following regulations:

(a) No more than one (1) employee other than residents of the dwelling shall be employed to conduct the Cottage Industry Food Operations;

(b) The applicant shall obtain a Class A or Class B permit for Cottage Food Operations from the Humboldt County Department of Environmental Health prior to the approval of the Cottage Industry Permit.

(5) Business License Required. Every Cottage Industry permittee shall obtain a business license and keep it current during the life of the business.

(6) Cottage Industry Permit Required. In order to ensure that the intent of these regulations are implemented and that all Cottage Industries will be operated under the performance standards required herein, all Cottage Industries in the City of Rio Dell must secure approval of a Cottage Industry permit. Such Cottage Industry permit shall contain a listing of all Cottage Industry performance standards and a certification that the applicant has read and agrees to comply with all City regulations and performance standards contained therein.

(7) Action by the Community Development Director or their authorized representative(s). The Community Development Director or their authorized representative(s) is authorized to grant a Cottage Industry permit only upon a finding that the nature of the use and/or past performance of the requested use or similar use demonstrates the ability to fully conform with the intent of this section and the performance standards. The Community Development Director or their authorized representative(s) may refuse a Cottage Industry permit even though the proposed use may appear technically in conformance with all of the performance standards, if the possibility exists that the proposed use will not be in keeping with the intent of this title, including maintaining the residential character and compatibility of the area.

(8) Appeal. The decision of the Community Development Director or their authorized representative(s) may be appealed to the Planning Commission by the applicant or any interested party. The appeal must be in writing and clearly state the reason for the appeal and be accompanied by the filing fee.

Section 3 Severability

If any provision of the ordinance is invalidated by any court of competent jurisdiction, the remaining provisions shall not be affected and shall continue in full force and effect.

Section 4. Limitation of Actions

Any action to challenge the validity or legality of any provision of this ordinance on any grounds shall be brought by court action commenced within ninety (90) days of the date of adoption of this ordinance.

Section 5. CEQA Compliance

The City Council has determined that the adoption of this ordinance is exempt from review under the California Environmental Quality Act (CEQA), pursuant to Section 15061(b)(3) of the CEQA Guidelines. Based on the nature of the proposed amendments, including the recommended Performance Standards, staff believes there is no evidence to suggest that the amendments will have a *significant* effect on the environment.

Section 6. Effective Date

This ordinance becomes effective thirty (30) days after the date of its approval and adoption.

I HEREBY CERTIFY that the forgoing Ordinance was duly introduced at a regular meeting of the City Council of the City of Rio Dell on February 18, 2014 and furthermore the forgoing Ordinance was passed, approved and adopted at a regular meeting of the City Council of the City of Rio Dell, held on the March 4, 2014 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Jack Thompson, Mayor

ATTEST:

I, Karen Dunham, City Clerk for the City of Rio Dell, State of California, hereby certify the above and foregoing to be a full, true and correct copy of Ordinance No. 313-2014 which was passed, approved and adopted at a regular meeting of the City Council of the City of Rio Dell, held on the March 4, 2014.

Karen Dunham, City Clerk, City of Rio Dell

675 Wildwood Avenue
Rio Dell, CA 95562
(707) 764-3532



To: Honorable Mayor and Members of the City Council
Through: Jim Stretch, City Manager
From: Graham Hill, Chief of Police *GH*
Date: February 18, 2014
Subject: Police activity for January 2014

Action

Receive and File

Summary

In January we completed the background process for new hire Dmitriy Gavryush, who is now employed full time and currently in the field training program. We are looking forward to getting back to full staffing at the end of Dmitry's training period.

We are still employing former Sergeant Josh Wiener as our records clerk. This arrangement is working well and we have been able to make a significant dent in getting prior year crime reports into our electronic filing system (we have been able to eliminate one large file cabinet and have two more to go).

The Law Enforcement Analysis Program (LEAP) is coming shortly. This is the program I discussed several months ago that incorporates data from multiple law enforcement agencies and allows quick access to area crime data by any subscribing agency. The costs for this are being applied to realignment funds received by area agencies from the state.

I am working on getting the parking citation vendor lined up. That project was derailed for a short period of time but is back on track. I'm hoping to have that up and running next month, barring any unforeseen issues.

Attached is some statistical data for the month of January 2014.

**CITY OF RIO DELL
POLICE DEPARTMENT**

675 WILDWOOD AVENUE
RIO DELL CA, 95562

Date : 02/14/2014
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Arrest Totals By Violation

01/01/2014 TO 01/31/2014

Violation		Total
B/W - M	RDPD Bench Warrant - Misdemeanor	1
CVC 14601	Driving w/ Suspended or Revoked	2
CVC 16028(a)	No Vehicle Insurance	1
O/W - F	Outside Agency Arrest/Bench Warrant -...	1
PC 1203.2	Misdemeanor Violation of Probation	1
PC 148.9(a)	False ID to Police Officer	1
PC 243(e)(1)	Battery on a Cohabitant	1
PC 273.5	Domestic Violence	1
PC 422	Criminal Threats	1
PC 594	Vandalism	1
PC 647(f)	Public Intoxication	1
Grand Total		12

CITY OF RIO DELL POLICE DEPARTMENT

675 WILDWOOD AVENUE
RIO DELL CA, 95562

Date : 02/14/2014
Page : 1
Agency : RDPD

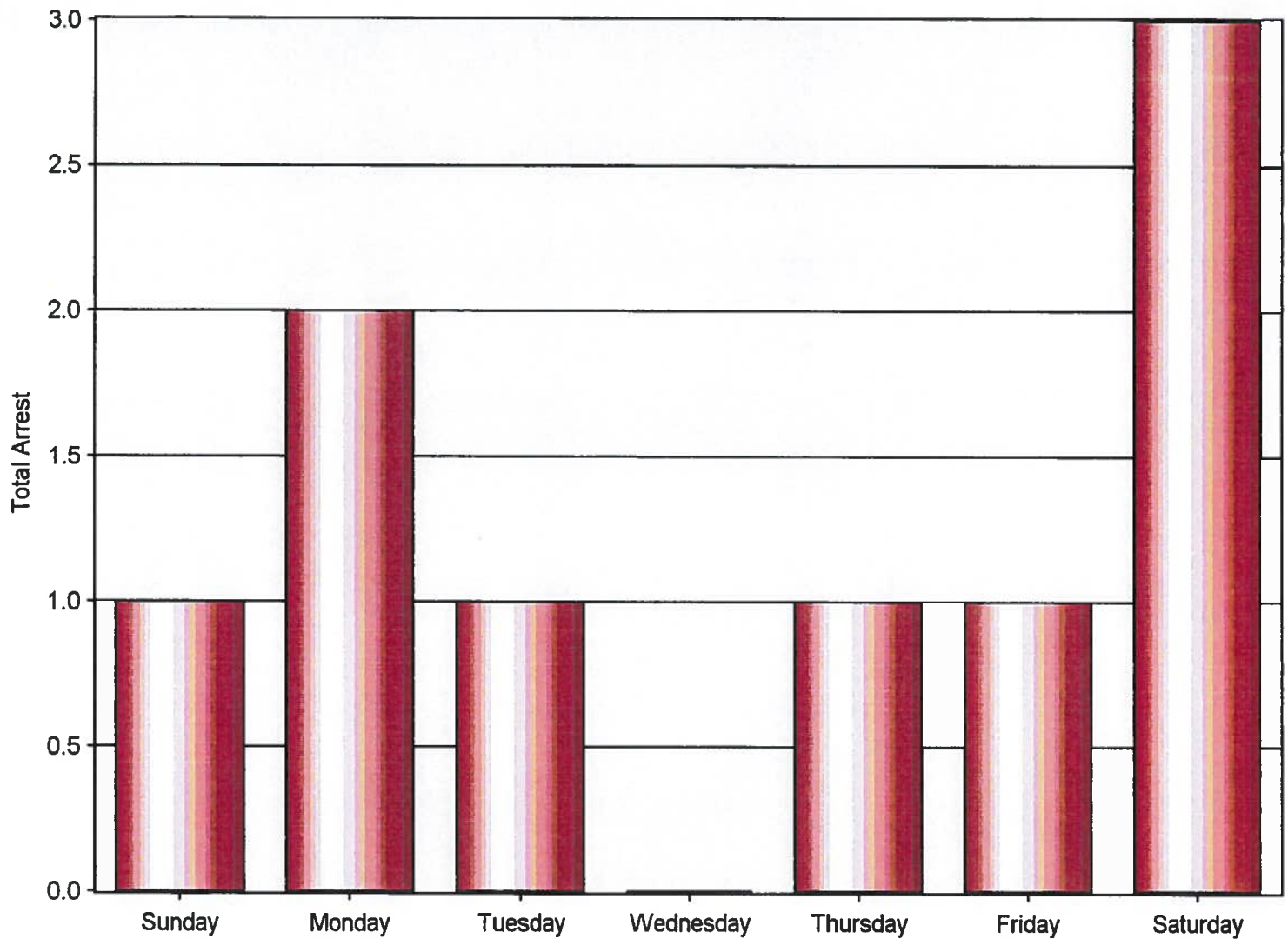
Arrest By Time of Day / Day of Week

01/01/2014 TO 01/31/2014

Time of Day / Day of Week	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
0000 - 0059 Hrs	0	0	0	0	0	0	0	0
0100 - 0159 Hrs	0	0	0	0	0	0	0	0
0200 - 0259 Hrs	0	0	0	0	0	0	0	0
0300 - 0359 Hrs	0	0	0	0	0	0	0	0
0400 - 0459 Hrs	0	0	0	0	0	0	0	0
0500 - 0559 Hrs	0	0	0	0	0	0	0	0
0600 - 0659 Hrs	0	0	0	0	0	0	0	0
0700 - 0759 Hrs	0	0	0	0	0	0	1	1
0800 - 0859 Hrs	0	0	0	0	0	0	0	0
0900 - 0959 Hrs	0	0	0	0	0	0	0	0
1000 - 1059 Hrs	1	0	0	0	0	0	0	1
1100 - 1159 Hrs	0	0	0	0	0	0	1	1
1200 - 1259 Hrs	0	0	0	0	0	0	0	0
1300 - 1359 Hrs	0	0	1	0	1	0	0	2
1400 - 1459 Hrs	0	0	0	0	0	0	0	0
1500 - 1559 Hrs	0	0	0	0	0	0	0	0
1600 - 1659 Hrs	0	0	0	0	0	0	0	0
1700 - 1759 Hrs	0	1	0	0	0	0	0	1
1800 - 1859 Hrs	0	0	0	0	0	1	0	1
1900 - 1959 Hrs	0	0	0	0	0	0	0	0
2000 - 2059 Hrs	0	1	0	0	0	0	0	1
2100 - 2159 Hrs	0	0	0	0	0	0	1	1
2200 - 2259 Hrs	0	0	0	0	0	0	0	0
2300 - 2359 Hrs	0	0	0	0	0	0	0	0
Total	1	2	1	0	1	1	3	9

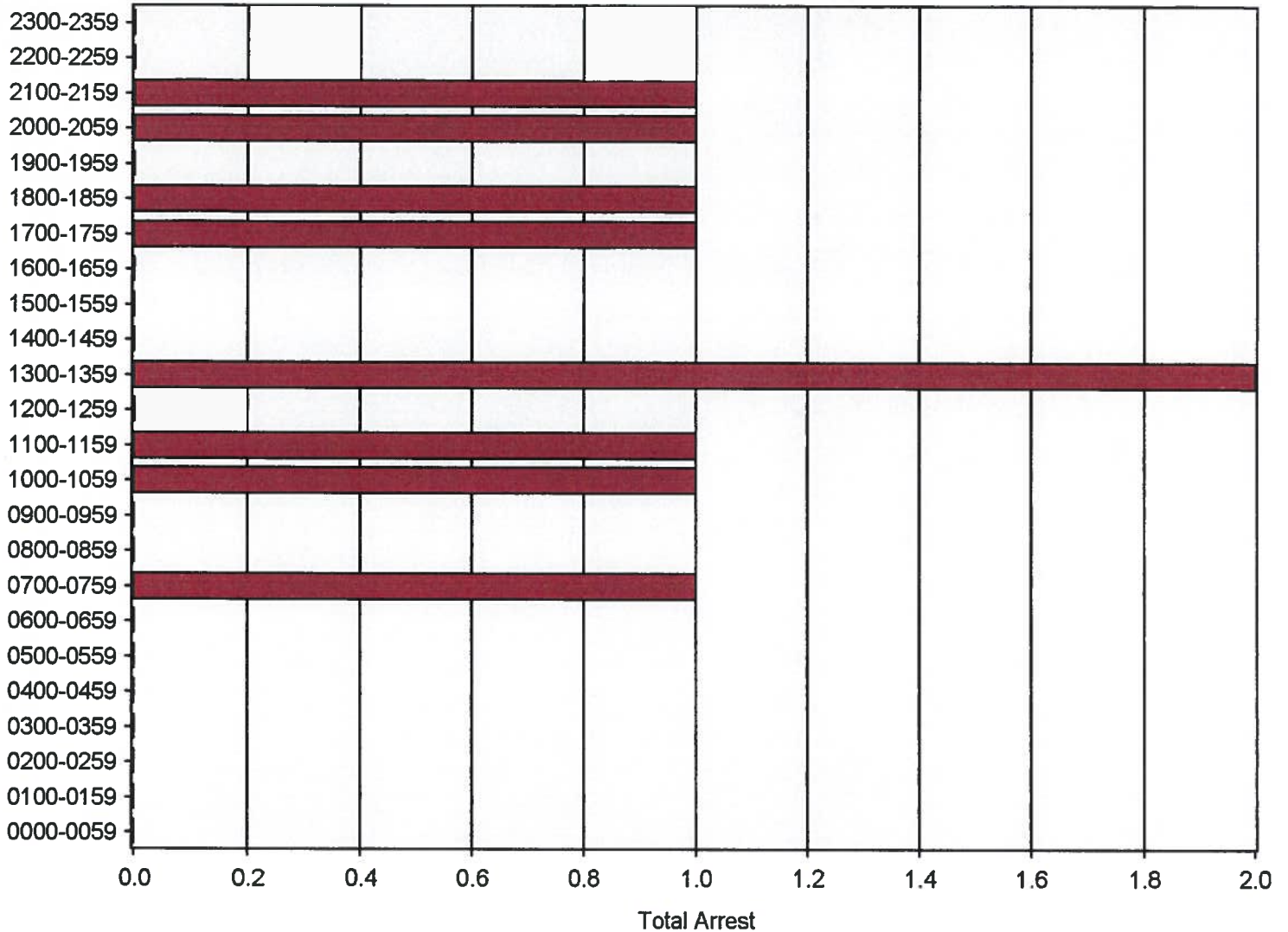
CITY OF RIO DELL POLICE DEPARTMENT

Arrest By Day of Week
From: 01/01/2014 To: 01/31/2014



CITY OF RIO DELL POLICE DEPARTMENT

Arrest By Time of Day
From: 01/01/2014 To: 01/31/2014



CITY OF RIO DELL POLICE DEPARTMENT

675 WILDWOOD AVENUE
RIO DELL CA, 95562

Date : 02/14/2014
Page : 1
Agency : RDPD

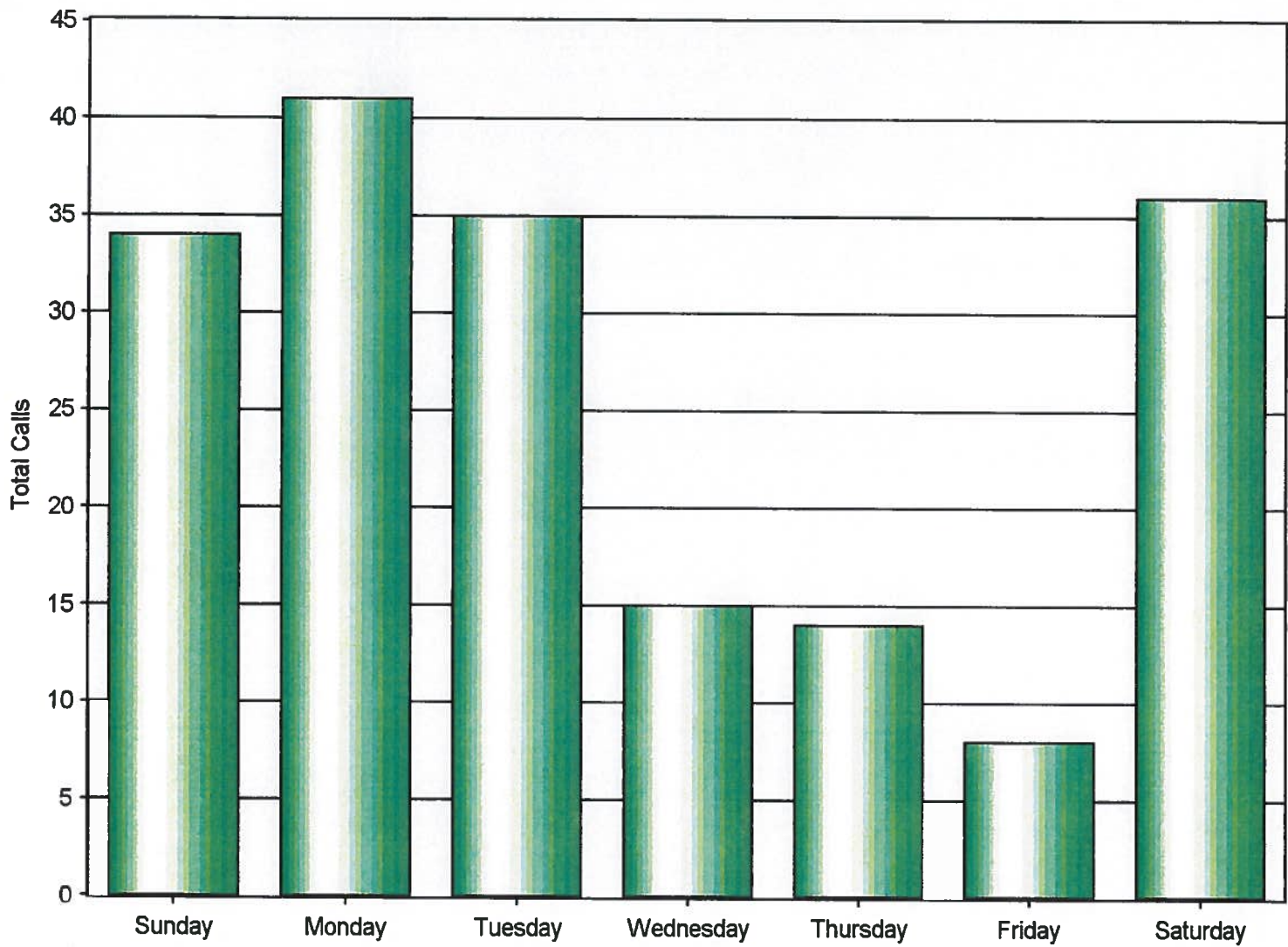
Calls For Service By Time of Day / Day of Week

01/01/2014... to 01/31/2014...

Time of Day / Day of Week	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
0000 - 0059 Hrs	2	0	0	1	0	0	0	3
0100 - 0159 Hrs	0	0	0	1	1	2	0	4
0200 - 0259 Hrs	0	0	0	0	1	1	0	2
0300 - 0359 Hrs	0	0	0	0	0	1	0	1
0400 - 0459 Hrs	0	0	0	0	0	0	0	0
0500 - 0559 Hrs	0	0	0	0	0	0	0	0
0600 - 0659 Hrs	0	0	1	0	0	0	0	1
0700 - 0759 Hrs	5	5	6	0	0	0	4	20
0800 - 0859 Hrs	0	0	2	0	0	0	2	4
0900 - 0959 Hrs	0	2	1	0	0	0	2	5
1000 - 1059 Hrs	5	2	1	1	1	0	1	11
1100 - 1159 Hrs	3	3	2	0	0	1	2	11
1200 - 1259 Hrs	1	4	0	0	0	0	5	10
1300 - 1359 Hrs	3	2	4	0	1	0	5	15
1400 - 1459 Hrs	2	3	1	0	0	0	2	8
1500 - 1559 Hrs	1	5	4	0	0	0	3	13
1600 - 1659 Hrs	3	3	3	2	1	1	1	14
1700 - 1759 Hrs	1	0	3	2	4	2	2	14
1800 - 1859 Hrs	1	4	2	0	0	0	0	7
1900 - 1959 Hrs	3	2	2	1	0	0	2	10
2000 - 2059 Hrs	2	2	2	4	1	0	3	14
2100 - 2159 Hrs	0	0	1	1	2	0	1	5
2200 - 2259 Hrs	1	2	0	2	1	0	1	7
2300 - 2359 Hrs	1	2	0	0	1	0	0	4
Total	34	41	35	15	14	8	36	183

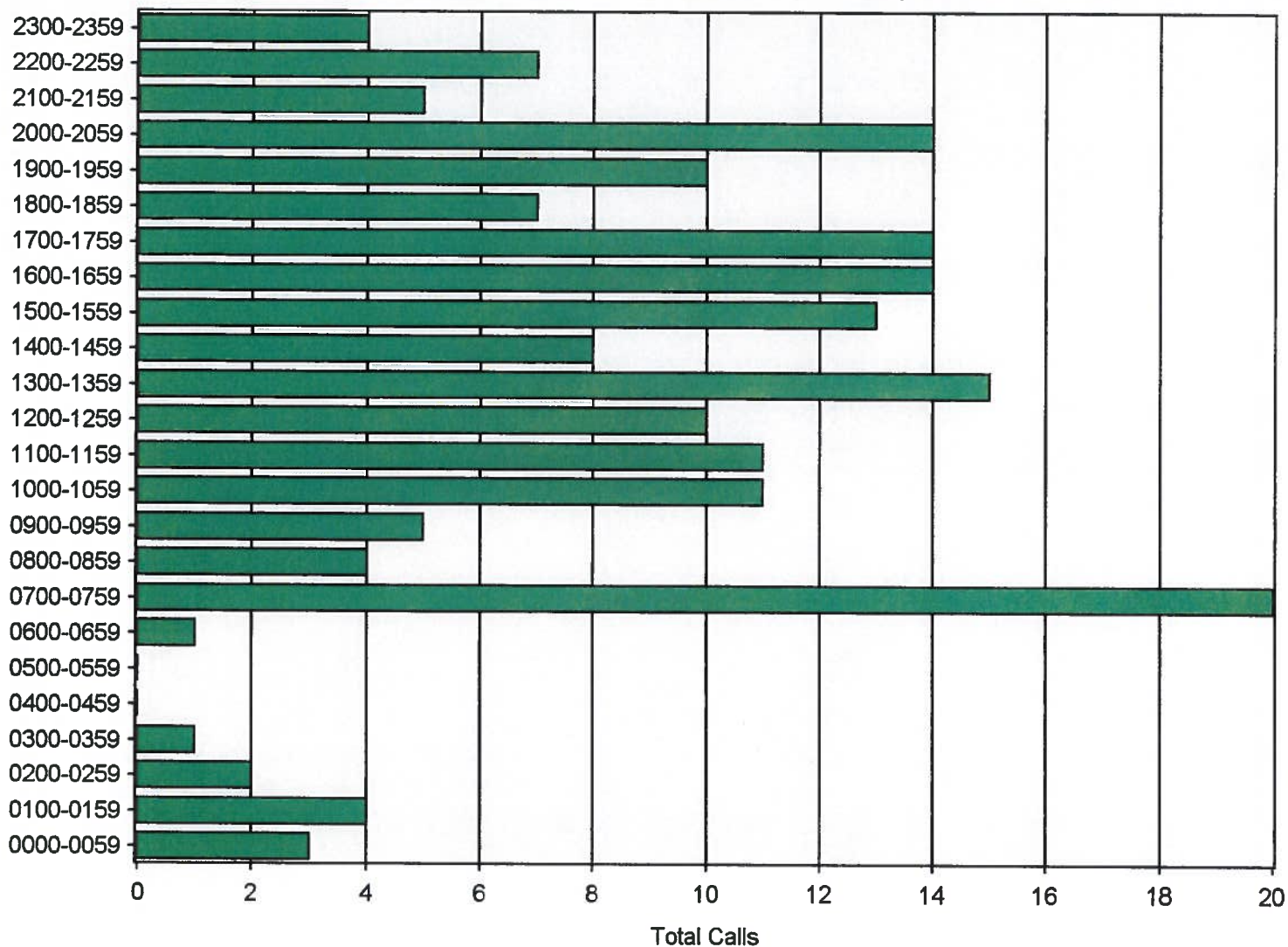
CITY OF RIO DELL POLICE DEPARTMENT

Calls For Service By Day of Week
From: 01/01/2014 To: 01/31/2014 For Agency:RDPD



CITY OF RIO DELL POLICE DEPARTMENT

Calls For Service By Time of Day
From: 01/01/2014 To: 01/31/2014 For Agency:RDPD



CITY OF RIO DELL CHECK REGISTER

General Checking - US Bank of California

<u>Check</u>	<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Check / Payment</u>
002345	1/10/2014	[0576] 101 AUTO PARTS	CAP SCREW, ELECTRICAL TAPE HOSE CLAMP GASKET MATERIAL, GASKET SEALER BLADES, HD LAZOR KNIFE CHAIN, PADLOCK ON BEHALF OF LFAs PER AGREEMENT OF JUNE 1, 20	116.08
002380	1/16/2014	[4109] ACCESS HUMBOLDT	MONTHLY PAYMENT FOR DOCSTAR 3.12 SOFTWARE PAC	270.00
002346	1/10/2014	[0000] ADVANTAGE FINANCIAL SERVICES	MONTHLY PAYMENT FOR DOCSTAR 3.12 SOFTWARE PAC	148.35
002445	1/31/2014	[0000] ADVANTAGE FINANCIAL SERVICES	MONTHLY PAYMENT FOR DOCSTAR 3.12 SOFTWARE PAC	148.35
002381	1/16/2014	[5443] AIRGAS USA, LLC	CYLINDER RENTAL	16.64
002382	1/16/2014	[2247] ANTHEM BLUE CROSS	HEALTH INSURANCE FOR FEBRUARY 2014	15,906.00
002347	1/10/2014	[3975] AT&T - 5709	PHONE EXPENSES FOR DECEMBER 2013	526.45
002444	1/30/2014	[5528] AVERY & ASSOCIATES, INC	HIRING COST FOR NEW CITY MANAGER	6,900.00
002340	1/07/2014	[2237] BANK OF AMERICA BUSINESS CARD	RADIO SHACK - 3 SANDISK 32GB ULTRA OFFICE SUPPLY HUT - ADAMS VOICE MAIL LOG BOOK	5,107.28
002408	1/23/2014	[2237] BANK OF AMERICA BUSINESS CARD	NORMAC, INC - 2 VICTOR PVC PIPE CUTTERS, 3 TR GOTOMYPC - MONTHLY PAYMENT SCOTIA TRUE VALUE - CHRISTMAS TREE LIGHTS ASAP LOCK & KEY - RE-KEY FINANCE DIRECTORS OF	482.74
002442	1/30/2014	[5413] BAREILLES, KENNETH	NORDISCO - 6 LARGE WALL CALENDARS THE DELL ONLINE STORE - BLACK TONER CARTRIDGE	130.20
002409	1/23/2014	[5308] BARTLE WELLS ASSOCIATES	WINZIP - SOFTWARE FOR ACCUFUND SERVER CREDIT - REFUND CUSTOMER DEPOSIT REFUND	700.00
002423	1/30/2014	[3604] STEPHANIE N. BEAUCHAINE	PROFESSIONAL SERVICES FROM NOVEMBER 4, 2013 T	467.92
002348	1/10/2014	[2705] CA DEPT. OF JUSTICE	FINANCE CONSULTANT MILEAGE & PER DIEM TO & FR	320.00
002349	1/10/2014	[5490] CAL ELECTRO INC.	BLOOD ALCOHOL ANALYSIS FOR NOVEMBER 2013	14,760.00
002420	1/23/2014	[5490] CAL ELECTRO INC.	BLOOD ALCOHOL ANALYSIS FOR SEPTEMBER 2013 H & S ANALYSIS FOR SEPTEMBER 2013 PERFORM WORK ON SEVERAL ITEMS PER PROPOSAL #2	51,607.16
002446	1/31/2014	[4892] KEVIN T. CALDWELL	WILDWOOD AVENUE IMPROVEMENT PROJECT PAYMENT R	559.09
002447	1/31/2014	[4907] CALIFORNIA CONTRACTORS SUPPLIES, INC	MILEAGE AND PER DIEM FOR OHV WORKSHOP IN SACR 12 BLACK DISPOSABLE NITRILE GLOVES	247.21

CITY OF RIO DELL CHECK REGISTER

General Checking - US Bank of California

<u>check</u>	<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Check / Payment</u>
0002424	1/30/2014	[4937] CALIFORNIA DEPARTMENT OF TRANSPORTATION	SIGNALS & LIGHTING FOR OCTOBER 2013 THROUGH D	498.88
0002383	1/16/2014	[2273] CALIFORNIA RURAL WATER ASSOCIATION	MEMBERSHIP DUES, FEB 2014-FEB 2015	639.00
0002341	1/07/2014	[2261] CALIFORNIA STATE DISB UNIT	GARNISHMENT CASE #200000001183524 FOR PPE 12/	102.11
0002410	1/23/2014	[2261] CALIFORNIA STATE DISB UNIT	GARNISHMENT CASE #200000001183524 FOR PPE 1/1	81.69
0002448	1/31/2014	[2261] CALIFORNIA STATE DISB UNIT	GARNISHMENT CASE #200000001183524 FOR PPE 1/2	81.69
0002425	1/30/2014	[5330] CAPITAL ONE COMMERCIAL	COSTCO - CUPS	9.93
0002449	1/31/2014	[5330] CAPITAL ONE COMMERCIAL	40PK AA BATTERIES, SHARPIE PENS	27.29
0002426	1/30/2014	[2285] CC MARKET (1)	BIRTHDAY CAKE FOR JANUARY 2014	30.00
0002450	1/31/2014	[2291] CITY OF EUREKA	HAZ-MAT JPA CONTRIBUTION FY 2013-14	1,322.00
0002384	1/16/2014	[2293] CITY OF FORTUNA	LAB TESTING SERVICES FOR OCTOBER THRU DECEM	3,457.00
0002427	1/30/2014	[2293] CITY OF FORTUNA	POLICE DISPATCH SERVICES - JANUARY 2014	
0002342	1/07/2014	[2303] COAST CENTRAL CREDIT UNION	LIVE SCAN FOR RIO DELL PD	66.00
0002411	1/23/2014	[2303] COAST CENTRAL CREDIT UNION	POA DUES FOR PPE 12/27/13	90.00
0002451	1/31/2014	[2303] COAST CENTRAL CREDIT UNION	POA DUES FOR PPE 1/10/2014	90.00
0002452	1/31/2014	[2283] COASTAL BUSINESS SYSTEMS	POA DUES FOR PPE 1/24/2014	90.00
			DOCSTAR MAINTENANCE AGREEMENT	2,013.17
0002428	1/30/2014	[2313] COSTCO	BLACK, MAGENTA & CYAN TONER	
0002350	1/10/2014	[3883] DARRYL J SELBY DBA SUPERIOR INSTALLS	MEMBERSHIP RENEWAL FOR 2014	55.00
			REMOVE CANOPY,BOXES & LIGHTING FROM FORD F-25	1,200.00
0002453	1/31/2014	[2411] DEARBORN NATIONAL LIFE INSURANCE COMPANY	LIFE INSURANCE FOR FEBRUARY	216.00
0002351	1/10/2014	[5127] DELTA DENTAL	DENTAL INSURANCE FOR FEBRUARY 2014	1,661.31
0002429	1/30/2014	[4382] DOCUSTATION	MONTHLY MAINTENANCE AND COPY CHARGES FOR THE	477.38
0002343	1/07/2014	[2366] EEL RIVER DISPOSAL INC	DEBRIS AND CAR TIRE REMOVAL	908.90
0002430	1/30/2014	[2366] EEL RIVER DISPOSAL INC	GARBAGE BAGS FOR DECEMBER 2013	
0002385	1/16/2014	[2383] EUREKA OXYGEN CO., INC	DEBRIS AND FREON REMOVAL	102.50
			230 CF NITROGEN NONFLAMMABLE GAS CYLINDER RENTAL	104.80
0002386	1/16/2014	[2393] FASTENAL COMPANY	MISC HARDWARE	17.80
0002352	1/10/2014	[2396] FERNBRIDGE TRACTOR & EQUIPMENT CO., INC.	WASHER, SCREW, CLAMP, WINDSHIELD K FOR JOHN D	442.23
0002412	1/23/2014	[2396] FERNBRIDGE TRACTOR & EQUIPMENT CO., INC.	REMAINING BALANCE ON JD WINDSHIELD KIT	38.34
0002353	1/10/2014	[2407] FORBUSCO LUMBER	ADD BACK IN DISCOUNT TAKEN THAT WAS NOT GIVEN	26.48
			ADD BACK IN DISCOUNT TAKEN THAT WAS NOT GIVEN	

CITY OF RIO DELL CHECK REGISTER

General Checking - US Bank of California

check	Date	Vendor	Description	Check / Payment
0002387	1/16/2014	[2405] FORTUNA ACE HARDWARE	25' EXTENSION CORD, CONNECTOR ARMORED VINL20A	47.28
0002354	1/10/2014	[2413] FORTUNA FEED & FARM	8 BALES OF STRAW	77.40
0002388	1/16/2014	[2408] FORTUNA GLASS & PAINT INC	2- GAL PIT 11-53 TRAFFIC, FOAM COVERS, SURELI	82.88
0002389	1/16/2014	[5241] GE CAPITAL	XEROX COPY MACHINE RENTAL PAYMENT FOR JANUARY	475.49
0002431	1/30/2014	[0000] GHD, INC	ENGINEERING SERVICES FOR ..PROP 84 GRANT APPL	2,291.75
			ENGINEERING SERVICES FOR DOWNTOWN IMPROVEMENT	
			ENGINEERING SERVICES FOR REVIEW RETAINING WAL	
0002390	1/16/2014	[4099] HARPER MOTORS	TAILGATE HARDWARE FOR POLICE CHIEF TRUCK	30.52
0002391	1/16/2014	[2452] HORIZON BUSINESS PRODUCTS	2 LARGE 12 MONTH HANGING WALL CALENDARS	48.38
0002392	1/16/2014	[2460] HUMBOLDT COUNTY SHERIFF ATTN: ADMIN. SERVICES	BOOKING FEES FOR FOURTH QTR 2013	416.50
0002355	1/10/2014	[2474] HUMMEL TIRE & WHEEL, INC	2002 FORD CROWN VICTORIA FLAT REPAIR TIRES FOR 2008 FORD F-250 #01	904.42
0002454	1/31/2014	[2474] HUMMEL TIRE & WHEEL, INC	FLAT REPAIR FOR UNIT #1	14.50
0002413	1/23/2014	[5441] JC CONTRACTING	RIVERSIDE WATER SERVICES - REMAINDER OF CONTR	18,490.00
			EXTRA SUPPLY OF PIPE SADDLES FOR CITY INVENTO	
0002344	1/07/2014	[2502] KEMP INSPECTION SERVICE	INSPECTION SERVICES FOR THE MONTH OF DECEMBER	354.16
0002393	1/16/2014	[2502] KEMP INSPECTION SERVICE	FIRE INSPECTION AT 851 RIO DELL AVE AND YELLO	75.00
0002394	1/16/2014	[5158] KURT HIRTZER INSPECTION SERVICES	INSPECTION/CONSTRUCTION MANAGEMENT SERVICES	18,000.00
0002414	1/23/2014	[2519] LC ACTION POLICE SUPPLY	XTREME XT02 LEVEL 3A BLACK VEST, ABA-TACI-PKT	950.24
0002395	1/16/2014	[2521] LEAGUE OF CALIF. CITIES	REDWOOD EMPIRE DIVISION GENERAL MEETING 9/19/	110.00
			2014 MEMBERSHIP DUES	
0002415	1/23/2014	[3539] LEXIPOL LLC	1 YEAR LAW ENFORCEMENT POLICY MANUAL	1,950.00
0002416	1/23/2014	[5479] MARK VELLIS CONSTRUCTION	LOUISE BETTS JOB ON 1256 RIVERSIDE DR - MECHA	7,575.00
			LOUISE BETTS JOB ON 1256 RIVERSIDE DR - INTER BRASS COUPLER, NIPPLE, 4000 PSI HOSE	104.44
0002396	1/16/2014	[3478] MATTHEWS PAINTS	PROFESSIONAL SERVICES FOR THE MONTH OF DECEMB	3,536.00
0002397	1/16/2014	[4908] MITCHELL BRISSE DELANEY & VRIEZE	PROFESSIONAL SERVICES FOR THE MONTH OF DECEMB	

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check	Date	Vendor	Description	Check / Payment
002432	1/30/2014	[2795] NALLEY & ASSOCIATES	PROFESSIONAL SERVICES FOR 12/16/2013 THROUGH	397.50
002455	1/31/2014	[3484] NATIONAL METER & AUTOMATION, INC	24 WATER METERS	1,756.50
002456	1/31/2014	[4138] NELCO	FORMS & ENVELOPES- W-2's, MISC 1099's & 1098	252.67
002356	1/10/2014	[5395] NET TRANSCRIPTS, INC.	PROFESSIONAL SERVICES FOR JULY 2013	128.10
002433	1/30/2014	[5395] NET TRANSCRIPTS, INC.	PROFESSIONAL SERVICE FOR DECEMBER 2013	218.40
002357	1/10/2014	[2410] NORTH COAST CLEANING SERVICES, INC.	MONTHLY CLEANING SERVICE FOR DECEMBER 2013	471.00
002358	1/10/2014	[2569] NORTH COAST LABORATORIES, INC.	TESTING - COLIFORM QUANTI-TRAY	50.00
002398	1/16/2014	[2569] NORTH COAST LABORATORIES, INC.	AMMONIA NITROGEN WITHOUT DISTILLATION, NITRAT	140.00
002359	1/10/2014	[5101] NORTH VALLEY LABOR COMPLIANCE SERVICES	WWTP LABOR COMPLIANCE SERVICE FOR DECEMBER 20	750.00
002360	1/10/2014	[4393] NYLEX.NET	TROUBLESHOOT ISSUE WITH PRINTER SHARED FROM A	432.00
			FIX OFFICE FILE ASSOC ISSUE FOR FRONT COUNTER	
			PERFORM SETUP AND PROFILE TRANSFER FOR NEW PC	
002399	1/16/2014	[4393] NYLEX.NET	PARTIAL PAYMENT PER MOHSIN - MOVE MACHINE/INS	288.00
002434	1/30/2014	[4393] NYLEX.NET	CONTACT AESTHETIC DESIGN REGARDING EMAIL OF F	916.00
			TROUBLESHOOT AUDIO ARCHIVING SOFTWARE & MISC	
			SECURITY GATEWAY SERVICE AGREEMENT FOR OCTOBE	
002435	1/30/2014	[2603] PG&E	UTILITY EXPENSES FOR DECEMBER 2013	13,543.02
002361	1/10/2014	[2616] PIERSON BUILDING CENTER	PVC CEMENT, SCH40 PVC ELBOWS, TEES, ADAPTER,	211.56
			3 X 100FT WEED BARRIER, 150 EA GARDEN SHOP - POSTAGE PURCHASE FOR RESERVE	
002400	1/16/2014	[3343] PITNEY BOWES RESERVE ACCOUNT	LASER CHECKS FOR PAYROLL	400.00
002362	1/10/2014	[4338] QUILL CORPORATION	3 - COUNTERFEIT DETECTOR PENS	64.49
002436	1/30/2014	[4338] QUILL CORPORATION	VERTEX ELECTRIC SHARPENER, PENS	11.28
002457	1/31/2014	[4338] QUILL CORPORATION	PROFESSIONAL SERVICES IN CONNECTION WITH AUDI	41.88
002363	1/10/2014	[5222] R.J. RICCIARDI, INC		670.00
002364	1/10/2014	[3029] REDWOOD COFFEE SERVICE	COFFEE	60.00
002437	1/30/2014	[3029] REDWOOD COFFEE SERVICE	COFFEE	63.00
002365	1/10/2014	[2657] RIO DELL EMPLOYEES ASSOC	DUES FOR QUARTER ENDING 12/31/2013	76.00
002366	1/10/2014	[2659] RIO DELL PETTY CASH	PROPANE, WASTE WATER WORKSHOP	75.33
002438	1/30/2014	[1944] RIVER'S EDGE R.V. PARK OF RIO DELL (EHRlich)	REFUND FOR ENCROACHMENT PERMIT FEE NOT NEEDED	125.00
002367	1/10/2014	[2742] SCOTIA TRUE VALUE HARDWARE	1" SXS COUPLING, 27- AMB OVAL ALU REFLECTOR	55.57

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002401	1/16/2014	[2742] SCOTIA TRUE VALUE HARDWARE	BRS BOLT/SCR SET, WAX GASKET 8" RECYCLED SCISSORS 4 - NICKEL PLATED KEYS, 4 - SXS COUPLINGS, 2 AMB OVAL ALU REFLECTOR DRYWALL SCREWS 3PK BLK ICE FRESHENER, 2 - OXY MULTI-SURFACE SILICON SEALER, 12PK ORG WIRE CONNECTOR, 25' 2" GALV PIPE CAP 14PC BLK OXIDE BIT SET, 2 U-BOLTS UPS SHIPPING CHARGES 2" TEST PLUG, 25PK WIRE CONNECTORS MPSEL 2 PK 4" 3/8" COVER, 10 PK HALF CIRC SPR OUTLET TIMER, 16PK AA BATTERIES, ADAPTERS, BU 3/4"MPT STRAIGHT BIBB, STREET ELBOWS, TEE, NI 1/2" WHT SXT ADAPTER 16 PK AA BATTERY TWO 1/4X2 - 1/2 HEX LAG BOLTS 6 PK GRN GROUND CONNECTOR, 25' 14/2 CABLE, 50 5.5 OZ CLR DYNAFLEX, 2-10 PK 1/4" TEE, 3-1/2 5 PK 9" BI-METAL BLADES, 2 - 80 LB CONCRETE M 10 PK PRES DRIPPER PD FUEL EXPENSES FOR JANUARY 2014 PW FUEL EXPENSES FOR JANUARY 2014 PD FUEL EXPENSES FOR DECEMBER 2013 PW FUEL EXPENSES FOR DECEMBER 2013 STORAGE SERVICES FOR JANUARY 2014 AND BOX RET WILDWOOD & DAVIS STREETS SAFE ROUTE TO SCHOOL JANUARY - MARCH 2014 QUARTERLY PREMIUM FOR WO XEROX TONER CARTRIDGES - 2 BLACK, 1 MAGENTA, COPY PAPER 3 HOLE PUNCHED, SCOTCH HEAVY- DUTY DELL LASER PRINTER AND TONER CARTRIDGE SAUNDERS FORMS HOLDER, HANDY FILE BOX PAGING SERVICES FOR JANUARY 2014 PAGING SERVICES FOR FEBRUARY 2014 CLAIM FOR INSURANCE COVERAGE JULY 1, 2013 THR REIMBURSEMENT - CAR WASH AND FUEL FOR CITY CA	123.42
002417	1/23/2014	[2742] SCOTIA TRUE VALUE HARDWARE		52.63
002439	1/30/2014	[2742] SCOTIA TRUE VALUE HARDWARE		187.03
002458	1/31/2014	[2742] SCOTIA TRUE VALUE HARDWARE		167.45
002402	1/16/2014	[2694] SHELL OIL CO.		2,207.30
002368	1/10/2014	[4525] SHERLOCK RECORDS MGMT		171.20
002403	1/16/2014	[5485] SJL CONSTRUCTION, INC		6,546.15
002404	1/16/2014	[2882] SMALL CITIES ORGANIZED RISK EFFORT (SCORE)		15,632.00
002369	1/10/2014	[2709] STAPLES DEPT. 00-04079109		637.46
002418	1/23/2014	[2709] STAPLES DEPT. 00-04079109		210.70
002459	1/31/2014	[2709] STAPLES DEPT. 00-04079109		61.25
002370	1/10/2014	[2710] STAPAGE		12.95
002460	1/31/2014	[2710] STAPAGE		12.95
002371	1/10/2014	[4662] JAMES R STRETCH		1,990.08
002405	1/16/2014	[4662] JAMES R STRETCH		57.05

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Check	Date	Vendor	Description	Check / Payment
002461	1/31/2014	[4662] JAMES R STRETCH	REIMBURSEMENT FOR CITY CAR WASH & FUEL, RECOR	43.60
002372	1/10/2014	[2319] SUDDENLINK COMMUNICATIONS	MONTHLY BROADBAND SERVICES FOR JANUARY 2014	243.66
002462	1/31/2014	[2319] SUDDENLINK COMMUNICATIONS	MONTHLY BROADBAND SERVICES FOR FEBRUARY 2014	243.67
002373	1/10/2014	[5159] TECHNICHEM, INC	8 - SLUDGEBUGS AR	2,857.10
002374	1/10/2014	[5476] MICHAEL A. TEIXEIRA	CUSTOMER DEPOSIT REFUND	22.86
002440	1/30/2014	[3682] THOMSON REUTERS-WEST	SUBSCRIPTION PRODUCT CHANGES	95.14
002406	1/16/2014	[2717] TIMES-STANDARD-CIRCULATION	52 WEEK SUBSCRIPTION	162.11
002422	1/28/2014	[2757] US POSTMASTER	POSTAGE FOR JANUARY 2014 FOR UTILITY BILLING	343.83
002375	1/10/2014	[2750] USA BLUEBOOK	GOJO HAND CLEANER, RAP-O MANHOLE COVER CUSHI	582.79
002376	1/10/2014	[2481] VANTAGEPOINT TRANSFER AGENTS-304361	RETIREMENT FOR PPE 12/27/2013	6,219.71
002419	1/23/2014	[2481] VANTAGEPOINT TRANSFER AGENTS-304361	RETIREMENT FOR PPE 1/10/2014	6,219.71
002463	1/31/2014	[2481] VANTAGEPOINT TRANSFER AGENTS-304361	RETIREMENT FOR PPE 1/24/2014	6,219.71
002377	1/10/2014	[5297] VERSATILE INFORMATION PRODUCTS, INC.	ANNUAL SUPPORT FOR PUMA LITE MANAGEMENT APPLI	999.00
002378	1/10/2014	[5166] VSP-VISION SERVICE PLAN	VISION INSURANCE FOR JANUARY 2014	361.65
002464	1/31/2014	[5166] VSP-VISION SERVICE PLAN	VISION INSURANCE FOR FEBRUARY 2014	361.65
002421	1/23/2014	[5108] WAHLUND CONSTRUCTION INC.	EXTRA PAVING COST FOR WASTEWATER FACILITY COR	281,608.58
002443	1/30/2014	[2772] WENDT CONSTRUCTION, INC	WWTF CONSTRUCTION PROJECT LAST PROGRESS PAYME	10,103.00
002407	1/16/2014	[2787] WYCKOFF'S	2002 GMC 2500 4X4 3/4 TON LONG BED PICKUP; 6. 2 PVC CAPS	2.25
002379	1/10/2014	[4310] CAMERON D. YAPLE	CLOTHING ALLOWANCE	274.45
002441	1/30/2014	[4310] CAMERON D. YAPLE	REIMBURSEMENT FOR CLASS B PERMIT TO DRIVE CIT	68.00
Total Checks/Deposits				534,096.32